



REQUEST FOR POSITION AUDIT

Please check one of the following:

Audit an existing position

Revise the position description for an existing position classification

POSITION CLASSIFICATION: _____
(current)

SALARY SCHEDULE / PAY GRADE: _____
(current)

NAME OF EMPLOYEE(S) WHO PERFORM(S) THIS WORK (If applicable): _____

SCHOOL/DEPARTMENT AND LOCATION/CONTACT PHONE NO.: _____

REQUESTED BY: _____
Principal/Department Head Date

APPROVED BY: _____
Associate/Area Superintendent Date

APPROVED BY: _____
Cabinet Member Date

The need for this audit is based on the following changes in the duties/responsibilities or other criteria as stated below:

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POSITION AUDIT - CRITERIA EXPLANATION

A position audit is not a request for an “up-grade”. It is a study of the relationship of a particular position to other positions in the Pinellas County School District and, where applicable, a comparison to equivalent positions in other organizations. A position audit can result in a recommendation to:

- Leave the position in its current grade and classification.
- Change the position to a higher grade and/or classification.
- Change the position to a lower grade and/or classification.
- Any one of the above, with a new or revised position title and/or job description.

A position audit is not designed to evaluate individual employees in areas such as performance and volume of work, or departmental staffing needs. An audit usually begins with the completion of a Position Audit Questionnaire. The position audit is a study of various factors which are directly related to the questionnaire. The factors studied are the same for each group of similar positions. These factors include, but are not limited to, education, experience, complexity, skills required, degree of responsibility, contact with others, working conditions, supervision of others, reporting relationships, level of responsibility, decision making, and responsibility for equipment and materials. The use of these factors is determined by the type of position audited. Other important criteria that may be used, when appropriate, are salary surveys. Surveys may be local, state and/or national in scope and may vary in the types of companies and organizations surveyed.

Once initial recommendations are developed, management, Compensation and Human Resources meet on the recommendations. Then, recommendations are reviewed for concurrence by the Superintendent’s Cabinet/union (where applicable) and submitted for approval to the School Board. Once Cabinet/union concurrence has been obtained, but prior to School Board action, it is management’s responsibility to inform the affected employee(s) of the recommendations.

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PROCEDURES FOR RECLASSIFICATION OF AN EXISTING POSITION

Auditing of an Existing Position:

An existing position may be initially audited, or reaudited, for reclassification based on a change of duties and responsibilities resulting from a reorganization of the division/department or redistribution of assigned work, which results in a **major change** in the duties and responsibilities performed.

On an annual basis, all audit requests are chronologically placed on a list in October. The list is presented to Cabinet for informational purposes.

An initial audit may be requested for a currently existing position which has not previously been audited, and the newly assigned duties and responsibilities have been performed for a minimum of six (6) months.

Requests for a position audit may be recommended by the immediate supervisor, with management's approval.

No reaudit may be requested or conducted, on a currently existing position, **prior to three (3) years from the date of Board approval establishing this classification**. In the rare instance when a reorganization or redistribution of assigned work occurs causing **another major change** in the primary duties and responsibilities performed, a special request for a reaudit may be made prior to the three (3) years, but not less than (1) year subsequent to the redistribution of assigned work.

Compensation is responsible for ensuring the completion of related documentation, conducting the audit, and submitting their recommendations to department/division management for review prior to presentation to the Cabinet/union and Board for approval.