Position Description Questionnaire (PDQ) Classification Review

Step I: Supervisor/Employee to create, update or revise PDQ to reflect the most accurate listing of responsibilities. PDQ must have signatures from all parties before submission to the Director, Human Resources. (Refer to PDQ form)

Step II: If this is an update of an existing PDQ, attached to the PDQ must be a memo detailing the significant changes that have occurred since the last PDQ evaluation. Included in this memo must be the funding source that would be used for the potential upgrade and the supervisor’s desired outcome of evaluation (i.e. position is currently classified as XX request for upgrade to XX).

Step III: The Job Evaluation Committee (biweekly/non-exempt PDQ’s) or the Director, Human Resources (PAO/PAE/Exempt PDQ’s) to review each submitted PDQ. The position documentation form will be emailed to the supervisor requesting the review with the original being sent to VC of that Unit for official signature. The documentation will then route to the Chancellor and VC Administrative and Fiscal Affairs for signatures. (Refer to Position Documentation Form)

Step IV: If the review outcome is not satisfactory, an appeal of the committee or Director, Human Resources classification must be done in writing and must have Vice Chancellor of that Unit approval. This must be done within 30 days of the initial decision. (Refer to Request for Reconsideration of Position Classification Form)

Step V: The appeal will be at the discretion of the Director, Human Resources who will determine who shall perform the appeal. The appeal will be done using the originally submitted PDQ.

Step VI: PDQ’s can be submitted for review one time per year. (rolling calendar)

Step VII: Signatures on PDQ’s and PDQ job evaluation documentation means final approval of what has been written on the PDQ and your acceptance of the PDQ classification.

NOTE: A merit based increase system should be used to provide increases to those high performers rather than asking for the PDQ to be upgraded.

NOTE: Effective July 2009 as part of the new salary policy, all pay increases must be fully approved on the South Bend Campus first and then by the VP/CFO in Bloomington before an official announcement can be made. This includes increases due to changes in classifications.