



EL PASO COMMUNITY COLLEGE

REQUEST FOR JOB EVALUATION FOR NON-FACULTY POSITIONS

Employee's Name: \_\_\_\_\_

Dept. Name & Extension: \_\_\_\_\_

Position Funding/Account Number \_\_\_\_\_

Current Title: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Proposed: New Title: \_\_\_\_\_ New Grade: \_\_\_\_\_

\*PROPOSE TITLE CHANGE ONLY:  Yes  No (If yes, skip to signature line).

CHECK LIST: Complete the checklist below to implement the job evaluation process.

- 1. [ ] Yes [ ] No The position has undergone significant changes in level of responsibility since last reviewed.
2. [ ] Yes [ ] No The position has changed in the nature, variety, and difficulty of work.
3. [ ] Yes [ ] No The position has changed increasing the amount of supervision exercised by the position.
4. [ ] Yes [ ] No The incumbent in the position has been performing at a higher level of responsibility which has become a regular part of the job function.
5. [ ] Yes [ ] No The proposed grade change is equitable when compared to other employees in the district/department in the same classification.
6. [ ] Yes [ ] No The Supervisor agrees that the attached PDQ is a true and correct description of the job duties of the incumbent. Supervisor initials required.

If any of the questions are answered in the affirmative and are documented, complete the Acknowledgement section below and forward to your Human Resources, Classification and Compensation Department. Otherwise contact Liz Ryan X6325 or Nora Servin X6465 to discuss the circumstances.

ACKNOWLEDGEMENTS: By signing this acknowledgment, I understand that this form will be submitted with the PDQ to HR for an evaluation of the position. A PAR will not be accepted at this time.

Supervisor's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Budget Head Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

VP Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

\*NOTE: Job Evaluations are contingent on availability of funding. Pay rate may be increased according to the following: (see Procedure 3.12.00.10) 1. The evaluation of the promoted employee utilizing the normal initial placement guidelines. Or 2. An amount no greater than 6% of the employee's current salary, not to exceed the range maximum.