

POSITION ANALYSIS REQUEST (PAR) PROCESS AND TIMELINE FOR BUDGET YEAR FY11

What is the PAR process?

The Position Analysis Request (PAR) process is a process by which a supervisor may request that the work being performed within a certain position or title may be analyzed to determine the appropriateness of the pay grade to which it is assigned because the scope of the job has changed.

What type of position qualifies to be considered?

Non-faculty positions that have totally changed, so that the job description reflects over a 50% change in the job duties, are eligible for consideration in the PAR process. Positions that have expanded due to volume or taking on additional duties are not eligible. For these situations the supervisor is expected to streamline the job duties or request additional personnel assistance in the budget.

Activity:	Completed by:	Responsibility:
HR reviews process and timeline	September 21-30, 2009	HR Compensation
PLT reviews PAR process and timeline	October 6, 2009	HR Vice President
HR Compensation and IT reviews electronic process	First Week of November 2009	HR/IT Staff
HR meets with employee associations re: process and timelines	Second Week of November 2009	HR Compensation



