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. It addresses the position within the organization rather than the person within the position. If it is determined that the work being performed is of a different level, and therefore a different pay grade, either higher or lower, then the position is reclassified to the new pay grade. Should the position be reclassified to a higher pay grade, the employee(s) in that title should receive a salary increase to maintain the same compa-ratio to midpoint held in the current pay grade with a salary cap at mid-point. Should a position be reclassified to a lower pay grade, the employee(s) maintain their current salary. All PAR salary adjustments are made prior to any annual across the board increase.

What type of position qualifies for consideration?

Non-faculty positions that have totally changed to that the job description no longer reflects 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 another position in the budget.

What if the volume and number of tasks have expanded?

Reclassification is usually not approved due to an increase in volume or expansion of tasks. An increase in volume may justify the addition of another position, rather than a reclassification. Volume increases do not change the nature of the job, which includes level of responsibility, scope of duties, and the primary function of the job within the organization.

Most jobs have a mix of task levels involved in the work being performed. The number of tasks may expand, but it depends on what those tasks are, and the frequency of performance, to determine if the position should be reclassified. If the tasks are at the same or lower level of work currently being performed, then reclassification is not justified. However, if the additional tasks are of an identifiably higher level of work, and are performed a significant amount of time, then a reclassification analysis may be justified.