

MEMORANDUM

TO: HRAC Members

FROM: Miriam Jackson, Classification & Compensation Analyst
Ike Udechukwu, Classification & Compensation Analyst

DATE: March 1, 2006

SUBJECT: Job Specifications Project

CC: College/Division Administrative Officers
Linda Nelson
Elizabeth Jones
Jacquelyn Crawford

We are excited about the kick-off of the Job Specifications Project! This Project has been discussed over the last year as a much needed one; however, adequate staffing was not available to get it up and going. We are now ready to pursue this project and to update Georgia State University's job specifications. As you know the job specification includes general information about job duties/responsibilities; knowledge, skills and abilities; and minimum hiring standards associated with a particular job title. This information is critical to Human Resources and our community when we are establishing new positions and posting or advertising new/existing ones. Our job specifications have not been updated since 1997, which is a long time, considering the fact that the review process for updating them should be cyclical in nature and occur every 3 to 5 years.

We seek your assistance in the completion of this project and see your role as being very instrumental in accomplishing our goals and objectives. Here are a few important points about the Project:

- 1) The job specifications will be divided into two categories: *current* and *new* job specifications;
- 2) The job specifications have been divided into batches with control numbers;
- 3) Each batch will have a 2-week timeline for your review and submission of feedback. See page 2, of this memo for "Instructions for Reviewing the Job Specification Batches";
- 4) Attached for your information is the project timeline for getting all of the job specification batches reviewed. Please adhere to the 2-week timelines as much as possible. Due to the scope of this project and the sheer volume of job specifications to be reviewed or developed, we must adhere to the timelines to ensure completion of the project by the target date, which is October 31, 2006; and,
- 5) The effective date for implementing the new job specifications is November 1, 2006.

The final drafts of both *current* and *new* job specifications will be provided to you for review as soon as they are available. We look forward to your assistance in this endeavor. Timely return of your feedback and suggestions will lead to a timely completion of the Project. If you have any questions, please contact Miriam Jackson at 404-651-0699 or Ike Udechukwu at 404-651-1360.

Instructions for Reviewing the Job Specification Batches

Each batch of job specifications sent may contain approximately 50 to 60 existing or new job specifications. Reviewers will have the option to provide feedback on all of the job specifications in a batch or only the ones that are of interest or specific to their college/division. You can edit the job specification draft and/or submit your comments and suggestions on a separate sheet of paper. Please staple all of your comments to the draft.

Although there are timelines for completing each batch, if you are not able to complete your review within the 2-week timeline indicated, you will have up to the last due date for submitting information for that particular category or batch groups. For example, attached is a copy of the timelines for reviewing the batches. The review timelines for Batches 1 - 4, begins on March 1st, and ends May 2nd. If you can not meet the 2-week deadline for the respective batches, you will have up to May 2nd, to submit your feedback for the job specifications in Batches 1 - 4. The same review option will take place for the batches that will be sent to you between May 3rd and October 5th. The last day for submitting your feedback for Batches 5 - 14 will be October 5th. Due to the sheer volume of information that we will have to review and edit, we can not consider any feedback from you that is not submitted by May 2nd (for Batches 1 - 4), and October 5th (for Batches 5 - 14).

What to do after you have completed your review of a batch:

After completing your review, please sign the bottom of the batch control sheet (i.e., cover to your batch), and return it to Thyreast Pinckney-Clark in the Classification and Compensation Office. Your signature on the batch is required and necessary so that we can identify the reviewer if we need to contact you with questions about your comments or feedback.

If you have any questions about the instructions for the review process, please contact Ike or Miriam for clarification.