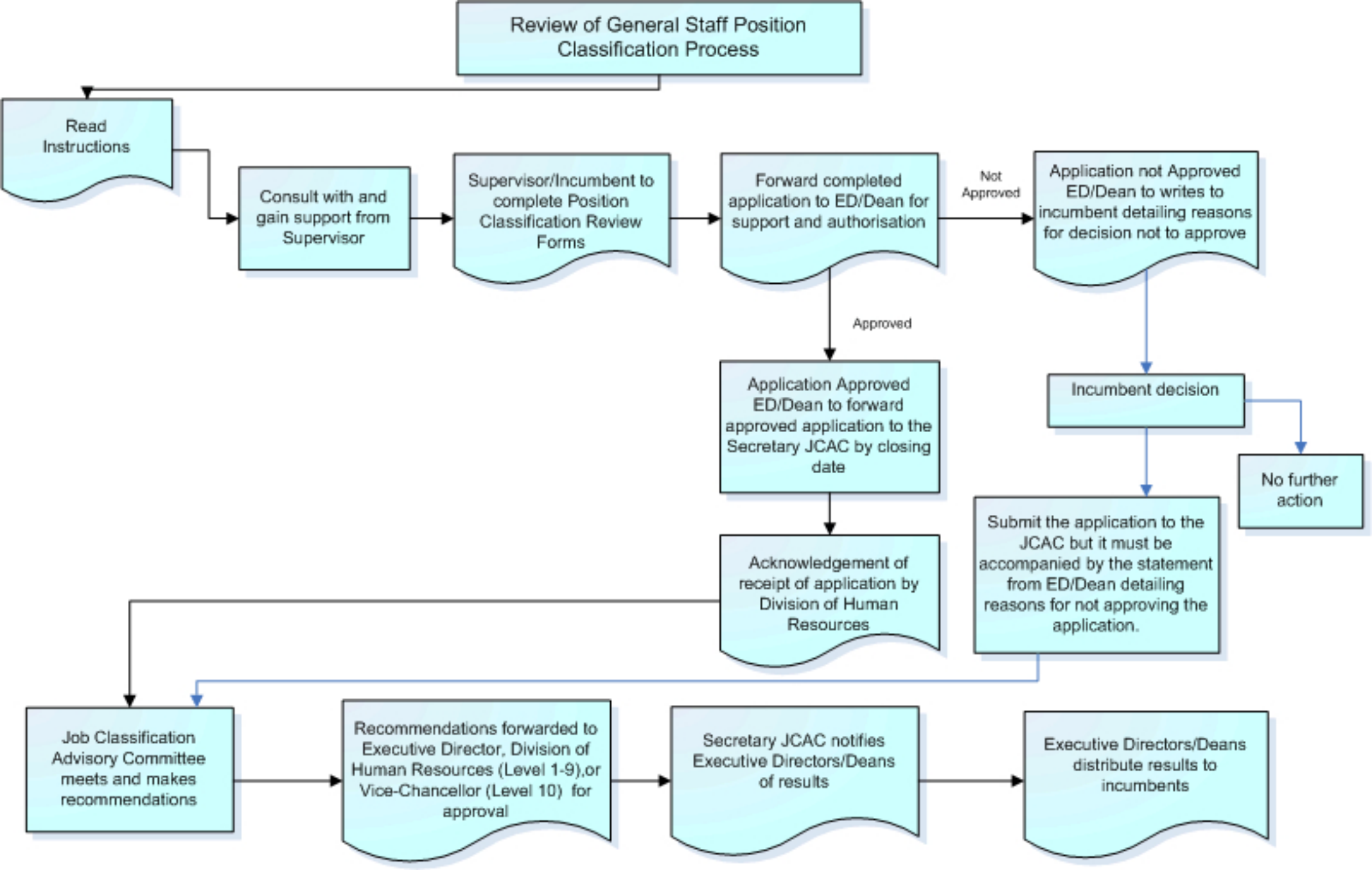
Review of General Staff Position Classification Process
Read Instructions
Consult with and gain support from Supervisor
Supervisor/Incumbent to complete Position Classification Review Forms
Forward completed application to ED/Dean for support and authorisation
Not Approved
Application not Approved ED/Dean to writes to incumbent detailing reasons for decision not to approve
Approved
Application Approved ED/Dean to forward approved application to the Secretary JCAC by closing date
Incumbent decision
No further action
Acknowledgement of receipt of application by Division of Human Resources
Submit the application to the JCAC but it must be accompanied by the statement from ED/Dean detailing reasons for not approving the application.
Job Classification Advisory Committee meets and makes recommendations
Recommendations forwarded to Executive Director, Division of Human Resources (Level 1-9),or Vice-Chancellor (Level 10) for approval
Secretary JCAC notifies Executive Directors/Deans of results
Executive Directors/Deans distribute results to incumbents