



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

PAY ADMINISTRATION

SUB-TOPIC
JOB AUDITS

The purpose of a job audit is to determine the equity of a Classified position with respect to pay, rating, duties, responsibilities, etc. The Human Resources Office, at the request of a supervisor, via the appropriate Vice President, may audit a particular Classified position or may audit either newly created or vacated positions to determine:

1. The need for such positions,
2. That equitable salary ranges have been established, and
3. That the position has been properly classified.

This policy should not be construed to mean that Human Resources will audit every existing, newly created or vacated Classified position. They will normally do so only at the request of a supervisor.