

**MEMORANDUM**

**To:** Board of Regents  
**From:** Board Office  
**Subject:** Revisions to the University of Iowa Professional and Scientific Classification System  
**Date:** April 12, 2004

**Recommended Actions:**

Approve the addition of seven new classifications in the University of Iowa P&S Classification System as outlined below:

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**Executive Summary:**


Proposed Revisions	The University of Iowa is proposing the addition of two new job families as detailed below and a new supervisory class all in the human resources area. The revised class descriptions will be in the Regent Exhibit Book available at the Board meeting.
Human Resources Generalist Family	<p>The Board is asked to approve a new job family consisting of three classifications – Human Resource Generalist I (pay grade 8), Human Resource Generalist II (pay grade 10); and Human Resource Generalist III (pay grade 12).</p> <p>Individuals assigned to these classifications would be located outside of the central human resources area in various departments.</p>
Human Resources Specialist Family	The University is proposing an additional job family consisting of three classifications – Human Resources Specialist I (pay grade 8), Human Resources Specialist II (pay grade 10), and Human Resources Specialist III (grade 11). A new supervisory classification, Senior Assistant Director of Human Resources, in pay grade 13 will also be added.
Budget neutral	Current employees in a variety of generic classifications will be placed into these classifications. This placement will be conducted within current budget parameters and is expected to be budget neutral.

Board Requirement      Regent Policy Manual §4.03 requires that the changes to the institutional professional and scientific classification plans involving the addition, deletion or changes to titles or pay grades be approved by the Board prior to implementation.

State law on comparable worth      The pay grade assignments of these classifications have been made through application of the University's job evaluation instrument. This instrument, through a point factor system, evaluates classifications on skill, effort, responsibility and working conditions. This is done in compliance with the state law on comparable worth (Iowa Code §70A.18).

NEW CLASSIFICATIONS:

TITLE	PAY GRADE	COMMENTS
Human Resources Specialist I	8 (\$34,759 - \$63,236)	This is the first level of the specialist job family housed in the central HR area. It is distinguished from the other levels by expertise required and the scope and impact of assignments.
Human Resources Specialist II	10 (\$40,683 - \$74,025)	Incumbents of this classification would have increased authority for independent decision-making within a specialized functional area.
Human Resources Specialist III	11 (\$44,024 - \$80,087)	This classification provides senior level HR services with the central HR department and will provide supervision to lower level specialists and support staff.
Human Resources Generalist I	8 (\$34,759 - \$63,236)	This classification requires basic HR competencies and less experience than the higher classifications in this family. It is focused on HR compliance, tracking and recordkeeping in a specified administrative unit of the University.
Human Resources Generalist II	10 (\$40,683 - \$74,025)	This classification requires greater expertise and will function with broader scope; may have university-wide assignments; and would be assigned to a college or major administrative unit of the University.
Human Resources Generalist III	12 (\$47,638 - \$86,653)	This classification requires more extensive experience and will provide HR expertise and oversight for a large/complex organization within the University or a central HR function.
Senior Assistant Director of Human Resources	13 (\$51,521 - \$93,750)	This classification would direct the administrative and operational activities of a major functional unit within the central HR department.

  
 Marcia R. Brunson

Approved:   
 Gregory S. Nichols