At The University of Akron all positions held by contract professionals, staff unclassified, staff classified, and bargaining unit staff employees are assigned to a job classification that has been approved by UA’s Board of Trustees.

**Purpose of a Classification Specification:**
Classification Specifications summarize the *typical duties*, responsibilities, and qualifications that apply to all positions within a particular job title (i.e. Secretary). For multiple incumbent classifications, not all employees will perform all the duties listed. Classification Specifications are not intended to identify every duty performed by an employee.

**Using Classification Specifications during the Hire Process:**
When filling a position vacancy, a Classification Specification should be used to identify the required (minimum) number of years of experience and educational level needed for an applicant to be considered for the position vacancy. Hiring Officials wishing to recruit applicants with years of work experience or education that is greater than the required levels on the Classification Specification will need to advertise the higher requirements as “preferred requirements.”

**What to do:**
1. Conduct a job assessment to determine type of duties, experience, and education needed to fill the position vacancy.

2. Based on the results of the job assessment, select an appropriate job title from the approved titles and classification plans located on HR’s website at [http://www.uakron.edu/hr/class/ClassClassificat.php](http://www.uakron.edu/hr/class/ClassClassificat.php).

   - **Classified Positions:** if you select a job title from the *Classified Classification* plan, you can click on the job title to obtain a copy. Classification Specifications are available directly from the web site at [http://www.uakron.edu/hr/employee-processes/reclassify/classified-staff-classifications.dot](http://www.uakron.edu/hr/employee-processes/reclassify/classified-staff-classifications.dot).

   - **Unclassified Positions** and Collective Bargaining Unit Positions: contact HR Classification Services to obtain a current and approved Classification Specification.

**What to do if you cannot find an appropriate job title or Classification Specification:**
Classification Services recognizes there are times when it is necessary to create a new job classification for a position that is unique to UA’s organizational structure.

In the event you need to establish a new job classification for a non-faculty position, a Position/Description Audit Questionnaire (PDAQ) will need to be completed. Blank PDAQs can be obtained from HR’s website at [http://www.uakron.edu/hr/ClassServs.php](http://www.uakron.edu/hr/ClassServs.php).

Note that when a new job title has been created, Board of Trustees approval is also required.

**Who to contact**
It is strongly recommended that hiring officials contact HR Classification Services at x6702 or x7904 to discuss your position vacancy needs prior to completing a PDAQ to determine if it is necessary to complete the form or if you need assistance in selecting an existing job title.