

# CYCLICAL REVIEW PROCESS

1

## NOTIFICATION

PC notifies executive administrators, supervisors, union reps for jobs to be studied.

2

## ORIENTATION

PC conducts employee & manager class study orientations.

3

## STUDY REQUESTS

Incumbents may request position reviews, submit PDQs, request representation.

4

## DATA ANALYSIS

PC reviews PDQs & conducts job audits if needed.

5

## MANAGER INPUT

PC reviews descriptions with supervisor & gets input on job audit findings.

6

## FACT FINDING

Additional fact-finding may be done by PC, ex. survey comps & additional input from employees.

7

## DEPARTMENT REVIEW

PC reviews findings with supervisor & area VP.

8

## FISCAL IMPACT APPROVAL

PC sends salary results to President designees for fiscal approval.

9

## EXECUTIVE & UNION REVIEW

PC sends results for executive & union input.

10

## EMPLOYEE REVIEW

PC notifies incumbents of results, & preliminary & administrative review procedures.

## FINAL STEP

Agenda report with recommendations presented to the PC and Board for approval