

**PROCEDURE TO CONSULT WITH COMMITTEE OF SUBJECT MATTER EXPERTS
(SMES)
FOR ASSIGNMENT OF APT POSITION TO BAND C OR D**

There will be a committee of SMEs established for each career group. The campus HR Representative, on behalf of the approving authority, shall consult with the respective committee of SMEs prior to assigning an APT position in Band C or D. For position updates in the same Band that have no significant changes in duties and responsibilities, the approving authority need not consult with the committee of SMEs.

Step 1 - Campus HR Representative Conducts Job Analysis

- Consult SMEs to determine the appropriate career group and band assignment.
- Complete the Template for Analysis of APT Positions, and include a summary of the proposed position description and an analysis of the position in comparison to the band definition and concept.

Step 2 - Consultation with Committee of Subject Matter Experts (SME)

- Campus HR Representative emails analysis, position description, and organizational chart to the Committee of SMEs
- SMEs are given 3 - 5 days to ask questions and/or provide comments and recommendations
- Campus HR Representative, supervisor and/or approving authority shall respond to any questions from the SMEs.
- Campus HR Representative summarizes and shares comments and recommendation to the approving authority.

Step 3 - Approving Authority shall

- Consider comments and recommendations from the SMEs and make a decision on the career group and band.

Template for Analysis of APT Positions

Purpose: To provide guidance on the analysis required to determine appropriate career group and band. The form shall be completed by the HR representative for analysis, and based on the analysis, the HR representative shall make a band recommendation to the approving authority.

For band assignment to Band C or Band D, the HR representative shall consult with the respective committee of subject matter experts (SME) prior to making a recommendation to the approving authority. The HR representative shall complete the analysis template and email the information to the SMEs. The SMEs shall review the analysis and provide comments in support/not support of the banding request, generally within 3 working days. The comments of the SMEs shall be forwarded to the approving authority for consideration in making the band decision.

1. Request is for:

- New position – requesting band ____
- Permanent change in band – from band ____ to band ____
- Temporary change in band – from band ____ to band ____
- No change in band but significant change in duties

Band definitions:

- Band A: Performs as a professional at the entry, intermediate or independent worker level.
- Band B: Performs work of considerable difficulty and diversity as a fully competent skilled professional or functions as a seasoned lead worker or working supervisor over a staff of professionals and/or senior technical personnel that provide the full range of services in a subject matter area or field of expertise.
- Band C: Performs as a full supervisor responsible for directing a program and supervising a group of professionals in the full-range of technical support services and/or functions as a University recognized subject matter expert that performs highly complex specialized work where the technical advice and decisions are final.
- Band D: Performs as a program administrator responsible for directing, planning, evaluating and developing short- and long-range goals of a program and/or functions as a University recognized foremost subject matter expert that functions as the top-level contributor to the development and direction of unprecedented initiatives having significant University-wide impact.

2. Position Information:

Pos. No. _____ Career Grp: _____ Functional Title: _____

Campus: _____ College: _____ Department: _____

Employee First and Last Name: _____
(as reflected in official personnel records)

Supervisor's Name and Title: _____

3. Justification: Provide background information and purpose of request. Describe changes in position's role, duties and responsibilities and provide any other relevant, pertinent information.
4. Summary of new or amended duties and responsibilities:
5. Analysis: Describe significant changes in position and how position meets/does not meet concept of requested band, how position is comparable to other program/University positions, contacts and constituents position works with, etc.
6. Reviewer's Recommendation:
7. If applicable, deadline for SME's response (minimum 3 working days): _____.
NOTE: Recommend email reply to all members of the SME committee.
8. Attach position description and organizational chart (indicate location of position on the organizational chart).
9. Name and title of reviewer: _____
10. Date of review: _____