

JOB CLASS CODE FOR CLASSIFIED STAFF WORK INSTRUCTIONS (CLS-W002)

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE

- 1.1 This work instruction outlines the process of adding a new job class code or modifying a job class code in MUNIS for classified employees.

2.0 RESPONSIBILITY

- 2.1 Classified Employment Representative

3.0 APPROVAL AUTHORITY

- 3.1 Assistant Human Resources Director
- 3.2 Human Resources Director
- 3.3 Chief Human Resources Officer

4.0 DEFINITIONS

- 4.1 CMCSS – Clarksville Montgomery County Schools
- 4.2 MUNIS – Database
- 4.3 ISO - ISO 9001 is an internationally recognized, highly credible standard of evaluation used throughout the business and manufacturing communities. Certification confirms that an organization is running effectively and that they have adopted a plan for continuous improvement.
- 4.4 Position Control – Tracking and budgeting of positions within CMCSS
- 4.5 Applitrack – On-line application and electronic vacancy notification
- 4.6 Job Class Code – number assigned to identify a specific job

5.0 WORK INSTRUCTION: THE INFORMATION NECESSARY TO ADD OR MODIFY A JOB CLASS CODE IN MUNIS.

ACTUAL WORD INSTRUCTIONS ARE PASSWORD PROTECTED

6.0 ASSOCIATED DOCUMENTS

1. Assignment Code chart
2. Employee Compensation Plan ([HUM-A046](#))
3. Layoff and Recall policy and procedure ([HUM-A045](#) and [CLS-P004](#))
4. Evaluation forms: CLS-F003, CLS-F013, CLS-F014, CLS-F020, CLS-F021

7. REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/11/08		Initial Release

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