Cross Functional Flow: UNLV, Compensation, Manage Job Development (professional job classifications)

1. **Campus**
   - Asks for Job Evaluation (duties and/or dollars) for vacant or existing position (email)
   - A) accept or B) clarify/adjust revisit
   - Notify campus by email of approved salary range, jobclass and title

2. **Recruiting**
   - Advertise search if position is vacant (see recruiting map)

3. **Budgets**
   - Budget approval (if applicable)

4. **Systems**
   - PDQ log (MSAccess)
   - Position Leveling log (MSAccess)
   - IN New PDQ Requisition, Study/ Decision map

5. **Comp**
   - Begin reviewing previous position holders (PDQ)
   - 1) Review PDQ for duties, complexities, reporting relationships, and minimum qualifications
   - 2) Compare change in duties with previous duties
   - 3) Review FLSA using DOL guidelines
   - Review Salary using CUPA/HR data (and/or other external surveys)
   - 3) Review and compare with UNLV or NSHE position

Acronyms: IN (ImageNow), NPD19 (Nevada position description), PDQ (position description questionnaire), FSLA (Fair Standards Labor Act), CUPA (University Professionals Assoc), DOL (department of labor)