

**RUTGERS POLICY**

**Section:** 60.9.39

**Section Title:** Legacy UMDNJ policies associated with Human Resources

**Policy Name:** Position Classification System

**Formerly Book:** 30-01-30-65:00

**Approval Authority:** Senior Vice President for Administration

**Responsible Executive:** Senior Vice President for Administration

**Responsible Office:** University Human Resources

**Originally Issued:** 12/20/2004

**Revisions:** 12/28/2010, 7/1/2013

**Errors or changes?** Contact: [policies@hr.rutgers.edu](mailto:policies@hr.rutgers.edu)

1. **Policy Statement**  
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for the Policy**  
To set policy defining the University's Position Classification System for legacy UMDNJ staff jobs (non-faculty).
3. **Who Should Read This Policy**  
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**
5. **Contacts**  
University Human Resources: 848-932-3020
6. **The Policy**

**60.9.39 POSITION CLASSIFICATION SYSTEM**

**POLICY**

- A. The Legacy UMDNJ\_ Position Classification System (PCLS) consists of the approved legacy UMDNJ Job Title Listing for Staff positions which includes, but is not limited to:
  - i. The official title, salary table, grade and range or job rate of the position, and approved position description with the minimum requirements and qualifications essential to the performance of the duties of the specific position.
  - ii. Assignment of the appropriate job category including union eligibility or assignment, exempt or non-exempt status, and assignments such as management or non-management and EEO group.