When do we complete the job classification selection tool currently being referred to as the “title picker”?

- New position -
  - If you have a new position you need to create and post, please ask the RPM or the hiring manager designated by the RPM to send an email to DOCR-jobs@duke.edu to request a questionnaire to complete.
  - While the title picker provides a template job description, job analysis questionnaire (JAQ) percentages will still need to be added by the hiring manager before posting.
  - Once you have the results from the title picker, you can proceed with creating a new position as you would normally do through iForms and the posting process through BrassRing. Please ensure that you include the record number of the picker in the comments section in iForms.

- Reclassification –
  - If the position has been mapped with the title picker or via the mapping process within the past two years, and you want to request a review of the position for a different job code, please ask the RPM or the RPM designee to send an email to DOCR-jobs@duke.edu. The RPM or designee should request a link for a title picker for a reclassification.
  - Once you have the results from the title picker, you can proceed with creating a new position as you would normally do through iForms and the posting process through BrassRing.
  - If the position is currently filled by an active employee, please be sure to complete the rate and schedule change iForm to pull the change in job code to the employee record and remove or change the tier record as appropriate.

- Fill a vacancy
  - If the position is vacant and you would like to post for hire, please make sure the position has been reviewed against the title picker in the last two years. If so, you can proceed to hire. If it has not, a new title picker will be required.

How do we set salaries in the new pay ranges?

- Consistent with other job codes in the School of Medicine, model salaries were established for employees in the new clinical research job codes using a thirty-year regression against the new pay ranges based on education and years of experience beyond the minimum qualifications.
- When employees move between clinical research job codes, please review their education and experience using a thirty-year regression against the new pay ranges based on education and years of experience beyond the minimum qualifications.
- Please continue to consult the School of Medicine Management Center for any salaries you want to set above the mid-point of the salary range.
- If you have any specific questions regarding setting salaries, please contact the School of Medicine Management Center.