

PS9004 – Job Class Table

Required table. Codes maintained by the colleges.

Use this screen to create and change job classification codes. Each job classification code includes identifying information, such as short title (for report purposes), administrative function code, CUPA reporting relationship, minimum salary, maximum salary, job category, and so forth

PPMS uses the information in the Job Class Table for validating data in the Employee database. The job classification code is also used for internal, state, and federal government reporting.

For a complete listing of the Job Class Table, run DataExpress procedure PS9004R (from the Inform group and PLIB account).

User Functions and Key Fields

FUNC	A (Add); C (Change); D (Delete); I (Inquire)
KEY1	Enter a Job Classification Code
KEY2	Leave blank
KEY3	Leave blank

Data Field List

Job Classification (Key1)	Previous Range
Job Classification Long Title	Tenure Eligibility
Job Classification Title	Acad Rank
Administrative Function	Affirmative Action Group
CUPA Reporting Relationship	Bargaining Unit
CUPA Administrative Function(s)	Employee Type (required)
Minimum Salary	EEO Category (required)
Maximum Salary	Job Category
Rate Indicator	IPEDS OCC CODE (required)
Pay Scale	Wage Differential
Pay Range	Rvsn Date (display only)
Range Effective Date	

Job Classification (JOB-CLASS)

Definition	Key1 field. A code defined by colleges identifying one or more positions that have similar duties and qualifications, and the same pay schedule.
Length	6 characters

Job Classification Long Title (JOB-CLASS-LONG)

Definition	The descriptive name defined by colleges and associated with a job classification code.
Length	26 characters

Job Classification Title (JOB-CLASS-TITLE)

Definition	An abbreviated or short title defined by colleges and associated with a job classification code. You can use the short title on reports instead of the long title to save space.
Length	15 characters

Administrative Function (ADMIN-FUNC)

Definition	A code identifying the administrative function that an employee performs in a job classification.
Length	2 characters
Values	For a complete list of administrative function codes, run DataExpress procedure PS9011R (from the Inform group and PLIB account).
Edits	The administrative function code must exist on the Administrative Function Table (PS9011). If the Employee Type entry is E (exempt), a value must be entered in the Administrative Function field.

CUPA Reporting Relationship (CUPA-RELATE)

Definition	A code identifying the CUPA (College and University Personnel Association) administrative function to which an employee in this job classification reports. Every CUPA administrative function, except chief executive officer, must have a valid entry in this field.
Length	4 digits (without decimal)
Values	For a complete listing of CUPA administrative codes, run the DataExpress procedure PS9028R (from the Group Inform and Account PLIB).
Edits	If used, the CUPA administrative function code must exist on the CUPA Administrative Function Table (PS9028).

CUPA Administrative Function(s) (CUPA-ADMIN-FUNC)

Definition	A code identifying the CUPA (College and University Personnel Association) administrative function or functions that an employee in this job classification performs.
Length	4 digits (without decimal)
Values	For a complete listing of CUPA administrative codes, run the DataExpress procedure PS9028R (from the Group Inform and Account PLIB).
Edits	If used, the CUPA administrative function code must be on the CUPA Administrative Function Table (PS9028).

Minimum Salary (MIN-SAL)

Definition	The minimum dollar amount of pay permitted for a job classification. The Salary Rate Indicator field identifies the minimum amount as being an annual salary, a contract amount, a monthly salary, or an hourly rate.
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	A minimum salary is assigned to a position through the job classification for the position. Thus, after a minimum salary has been assigned to a specific job classification on the Job Class Table (PS9004), the minimum salary is assigned to every position to which the job classification is assigned on the Position Table (PS9018).
Length	9 digits, including three decimal places
Format	999999.999
Edits	The Minimum Salary cannot be greater than the Maximum Salary. If the Salary Rate Indicator is A (annual), the Minimum Salary entry must not be less than 99.999. If the Salary Rate Indicator is H (hourly), the Minimum Salary entry must not be greater than 99.999.

Maximum Salary (MAX-SAL)

Definition	The maximum dollar amount of pay permitted for a job classification. The Salary Rate Indicator field identifies the maximum amount as being an annual salary, a contract amount, a monthly salary, or an hourly rate. A maximum salary is assigned to a position through the job classification for the position. Thus, after a maximum salary has been assigned to a specific job classification on the Job Class Table (PS9004), the maximum salary is assigned to every position to which the job classification is assigned on the Position Table (PS9018).
Length	9 characters, including three decimal places
Format	999999.999
Edits	The Maximum Salary must not be less than the Minimum Salary entry. If the Salary Rate Indicator is H (hourly), the Maximum Salary must not be greater than 99.999.

Salary Rate Indicator (RATE-IND)

Definition	A code indicating the type of pay rate entered in the Maximum Salary and Minimum Salary fields.
Values	Defined by SBCTC-ITD as follows: A Annual salary C Contract amount H Hourly rate M Monthly salary N No rate specified

Pay Scale (PAY-SCALE)

Definition	A code defined by colleges identifying a pay scale to be associated with a job
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	classification.
Length	2 characters
Edits	The pay scale code must exist on the Pay Scales Table (PS9014).

Pay Scale Range (PAY-RANGE)

Definition	A code defined by colleges identifying the salary range, or grade, on the Pay Scale Range Table (PS9015) related to the job classification.
Length	4 characters
Edits	The pay scale range must exist on the Pay Scale Range Table (PS9015).

Pay Scale Range Effective Date (RANGE-EFF-DATE)

Definition	The date on which the pay scale range is first effective for the job classification.
Length	6 characters
Format	mmddyy (for example, 061299)
Edits	If a value is entered in the Previous Pay Scale Range field, then a date must be entered in the Pay Scale Range Effective Date field.

Previous Pay Scale Range (PREV-RANGE)

Definition	A code defined by colleges identifying the pay range that was previously effective for the job classification prior to the one currently identified in the Pay Scale Range field.
Length	4 characters

Tenure Eligibility (TENURE-ELIG)

Definition	A code indicating whether a job classification is for a tenure-eligible job.				
Length	1 character				
Values	Defined by SBCTC-ITD as follows: <table style="margin-left: 40px;"> <tr> <td>T</td> <td>Tenure-eligible job</td> </tr> <tr> <td>Blank</td> <td>Not applicable</td> </tr> </table>	T	Tenure-eligible job	Blank	Not applicable
T	Tenure-eligible job				
Blank	Not applicable				

Academic Rank (ACAD-RANK)

Definition	A code identifying an academic rank, which further defines job classifications for faculty.						
Length	1 character						
Values	Defined by SBCTC-ITD as follows: <table style="margin-left: 40px;"> <tr> <td>Blank</td> <td>Nonacademic</td> </tr> <tr> <td>1</td> <td>Professor</td> </tr> <tr> <td>2</td> <td>Associate professor</td> </tr> </table>	Blank	Nonacademic	1	Professor	2	Associate professor
Blank	Nonacademic						
1	Professor						
2	Associate professor						

	3	Assistant professor
	4	Instructor
	5	Lecturer
	6	Other faculty

Affirmative Action Group (AFFIRM-GRP)

Definition	A code defined by colleges identifying a job classification group used for establishing Affirmative Action goals. If left blank, this field defaults to the Equal Employment Opportunity Category.
Length	2 characters

Bargaining Unit (BARGAIN-UNIT)

Definition	A code associated with a job classification identifying either a union or an employee association representing a defined group of employees with which the college administration negotiates contracts (if a union) or agreements (if an employee association).
Length	2 characters
Values	<p>Defined by SBCTC-ITD as follows:</p> <p>WF For WFSE unions WP For WPEA unions FC For all represented faculty</p> <p>Unless directly specified, the use of college-defined codes is appropriate.</p>

Employee Type (EMP-TYP)

Definition	Entry required. A code identifying the primary personnel category for a job classification.
Length	1 character
Values	<p>Defined by SBCTC-ITD as follows:</p> <p>C Classified E Exempt F Full-time faculty H Hourly L Paraprofessional P Part-time faculty R Supplemental retiree S Student V Volunteer</p>
Edits	The employee type code must exist on the Employee Type Table (PS9026).

Equal Employment Opportunity Category (EEO-CAT)

Definition	Entry required. A code identifying the federal Equal Employment Opportunity (EEO) category of a job classification.
Values	<p>Defined by SBCTC-ITD as follows:</p> <ul style="list-style-type: none"> 1 Executive, administrative, and managerial 2 Faculty (instructional and research) 3 Instructional/research assistants 4 Professional nonfaculty 5 Clerical and secretarial 6 Technical and paraprofessional 7 Skilled crafts 8 Service/maintenance
Edits	The EEO category must exist on the EEO Category Table (PS9031).

Job Category (JOB-CAT)

Definition	A code identifying a type of assignment associated with a faculty job classification. This code is used to classify faculty earnings for MIS processing and salary forecasting.
Length	1 character
Values	<p>Defined by SBCTC-ITD as follows:</p> <ul style="list-style-type: none"> Blank Nonfaculty M Moonlight faculty N Nonteaching faculty (full-time pay scale) P Part-time faculty S Stipend (such as coach or department head) T Teaching faculty (full-time pay scale)
Edits	If the Employee Type is F (full-time faculty) or P (part-time faculty), an entry must be made in the Job Category field.

IPEDS OCC TYPE (LEAVE-TYPE)

Definition	Entry required. A code associated with reporting to SOC.
Length	character
Values	<p>Defined by SBCTC-ITD as follows:</p>

IPEDS Standard Occupational Classification	Code
Management Occupations	01
Business & Financial Occupations	03
Computer, Engineering & Science Occupations	04
Community Service, Legal, Arts and Media Occupations	05
Postsecondary Teachers (by function):	
Instruction	02
Librarians:	
Librarians	06
Library Technicians	07
Other Teaching and Instructional Support Staff	08
Healthcare Practitioners and Technical Occupations	09
Service Occupations	10
Sales and Related Occupations	11
Office and Administrative Support Occupations	12
Natural Resources, Construction and Maintenance Occupations	13
Production, Transportation, and Material Moving Occupations	14

Wage Differential (WAGE-DIF)

Definition	A code indicating whether a job classification is authorized to have a wage differential.
Values	Defined by SBCTC-ITD as follows: N or Blank No, not authorized to have a wage differential. Y Yes, authorized to have a wage differential.

Revision Date (RVSN-DAY, RVSN-MO, RVSN-YR)

Definition	Display only. A date defined by the system identifying when the last change was made to this table.
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