

UTAH TRANSIT AUTHORITY POLICY

UTA.05.11

ADMIN JOB EVALUATION AND JOB REASSIGNMENT

1) Purpose

The purpose of this policy is to ensure that current administrative Jobs are filled with the most qualified applicants with appropriate skills and competencies to achieve Utah Transit Authority's (UTA's) business objectives, and to ensure that Jobs are created, evaluated, updated and filled in a fair and consistent manner. This policy is also designed to establish a process for filling Jobs that are newly created to meet growth or business needs, or that are created over time through changes in an existing Job. This policy is also designed to establish a process for appointing Acting Assignments and Reassignments.

2) Definitions

"Acting Assignment" means a Job that is assigned to an administrative employee for an extended temporary period of time, to fill in for the absence of an executive, director, manager, supervisor or a position identified as special project manager to lead a temporary project team. Acting Assignments cannot exceed two years.

"EEO" means Equal Employment Opportunity as interpreted by state and federal law.

"Hiring Authority" means the entity that has responsibility for personnel staffing and recruitment decisions.

"Job" means a collection of tasks, duties, and responsibilities assigned to one or more individuals.

"Management" means any employee with hiring, firing, and performance management responsibilities.

"New Job" means a newly created collection of tasks, duties, and responsibilities assigned to one or more individuals.

"New Job Assessment" is an assessment designed to determine whether an existing Job has changed more than 50% reviewing the previous duties and responsibilities to the updated duties and responsibilities or if supervisory duties have been added or removed.

"Permanent Reassignment" means a Reassignment to a Job that is not temporary and the duties, responsibilities and minimum qualifications are outlined in accordance with Section B.4 of this policy.

"Reassignment" means Job duties or assignments to an administrative employee that are different from or in addition to their current Job description. Reassignments can be made in compliance with this policy.

"Temporary Reassignment" means a Reassignment of less than 24 months in which temporary duties and responsibilities are documented and assigned in addition to or outside the employee's current Job description.

“UTA Legal Services” means an Assistant Attorney General or outside counsel assigned to provide legal services to UTA as directed by the Utah Attorney General's Office.

3) Policy

A. Documentation and Review of Job Duties

1. Documentation and Report of Adjustment in Job Duties

An administrative employee may request a review of the administrative employee's Job description or assigned pay grade by putting the request in writing to their manager and to the People Office.

2. Job Review

a. Periodic Review

The Compensation department will establish procedures to create Jobs and ensure the periodic review of all administrative Jobs.

b. New Job Assessment

The Compensation department will determine whether a Job has changed significantly from the Job set out in the existing Job description by conducting a New Job Assessment.

If a New Job is created, it will be filled in accordance with Section 3).B of this policy. If the assessment determines a New Job has not been created, the Job description will be updated in accordance with People Office procedure on ~~FORM HR-310~~, Job description creation/updates.

c. Civil Rights, UTA Legal Services, and People Office Review

The manager will notify the People Office, UTA legal services, and the Civil Rights Compliance Manager in advance of any displacement or Reassignment under categories 1-4 below.

d. This policy will be implemented and applied in conformance with UTA policy on information security.

B. Filling Jobs

The Talent Acquisition department will create a recruitment plan to fill each Job.

1. Category 1 - No Displacement

Jobs in Category 1 include the following:

- a. The proposed Job is not a New Job and the proposed Job is vacant or will soon be vacated; or
- b. The proposed Job is a New Job, will not result in the elimination of a current Job, and will not result in a displacement of a current employee.

Recruitment Plan

- a. The Talent Acquisition department will post the Job internally for consideration by all current employees for at least five business days. At the Hiring Authority's discretion, the Job may be posted externally concurrently for at least 10 consecutive days. ~~[OB]~~

2. Category 2 - Displacement

Jobs in Category 2 include the following:

- a. The proposed Job is a New Job that will result in the displacement of the current employee who is in an eliminated Job; or
- b. The Job is an existing Job which will result in a reduction of the number of incumbents

in the existing Job, therefore creating a displacement of one or more employees.

Recruitment Plan

- a. If filling the New Job will result in the displacement of a current employee, the Talent Acquisition department, will post the proposed Job only to employees:
 1. In a pay grade equal to or less than the pay grade of the proposed Job; and
 2. Who are working in the same cost center; or
 3. At the discretion of Management, the same service unit or department as the proposed Job.
- b. If there are no employees in a pay grade equal to or less than the pay grade of the proposed Job, apart from the current employee who is in the eliminated Job, that current employee may be offered the proposed Job conditioned on that employee being qualified for the proposed Job. An offer of the proposed Job to a current employee may be conditioned on the successful completion of a 90-day introductory period in that Job.
- c. If the Job is an existing Job and will result in the reduction of the number of incumbents, the manager may use performance documentation to determine which employee will be reduced. Performance documentation must be reviewed and approved by the Civil Rights Compliance Manager, UTA legal services , and the People Office prior to the reduction.
- d. If no performance documentation is available, the Manager must follow the recruitment plan outlined in Section 3).B.2 of this policy.
- e. If the recruitment plan defined in 3).B.2 of this policy fails to yield a qualified candidate, the Hiring Authority may subsequently elect to post the Job to all current employees and to external applicants concurrently.

The UTA policy on reduction in force of administrative employees and severance pay, will apply to a current administrative employee who is displaced.

3. Category 3 - Acting Assignments

- a. Acting Assignments for an executive, manager, or supervisor.
 1. An administrative employee may be designated to act in the capacity of an executive, manager, or supervisor in their absence.
 2. A justification for the administrative employee who is designated as the acting must be made in writing and approved by the executive over the office or business unit.
 3. The justification must be submitted to People Office and Civil Rights Compliance Manager.
- b. Acting Assignments for Special Project Managers
 1. The Chief People Officer must approve any special projects that would require an Acting Assignment designation.
 2. A business rationale must be developed, and the scope of the project must be submitted in writing to the People Office and Civil Rights Compliance Manager. The scope must include a description of the project, project team, qualifications of appointee and must designate the executive to whom the special project manager will report. The scope of work must address how the appointee's prior position responsibilities will be designated.

3. All assigned special project manager positions must be evaluated for classification and market pricing at the time of the request and must be compensated according to UTA policy on compensation and standard operating procedures.
4. Category 4 – Reassignment
A manager may reassign an employee to another position as follows.
 - a. Basis for Reassignment
A Reassignment may be made to maintain service, resolve workload imbalances, avoid reductions in force, preserve employment opportunities for current employees, accommodate agency restructuring including dislocations caused by Job elimination and reductions in force, and to accomplish any other business objective.
 - b. Consultation
A manager seeking to reassign an employee must consult with the People Office, UTA legal Services, and the Civil Rights Compliance Manager regarding the effect a proposed Reassignment would have on opportunities to meet EEO goals and any legal impacts associated with the Reassignment. Reassignments must be approved by the Civil Rights Compliance Manager.
 - c. Business Rationale
After receiving the approval of the Civil Rights Compliance Manager, a manager must present a business rationale to their executive describing the reason for reassigning an employee and identifying the purpose and the economic cost or savings to be achieved. The manager must also document if it is a Temporary Reassignment or Permanent Reassignment.

Reassignments must be approved by the manager's executive.

If the executive approves the Reassignment, the manager must complete the following steps:

- a. Temporary Reassignment
The new duties and responsibilities must be documented in the Request for Change in Approved Staffing form and communicated to the employee being reassigned.
- b. Permanent Reassignment
The new duties and responsibilities must be documented in the Request for Change in Approved Staffing form and, a New Job must be created if a current Job description is not in place. Additionally, the business rationale must address the following:
 1. Assessment of the Job responsibilities and the skills and qualifications of the employee to be reassigned.
 2. Communications plan to include discussions with: receiving manager, if applicable employee to be reassigned, employees in the current and in the new department, and any other key customers, process owners, or stakeholders.
 3. Training plan for the reassigned employee, as needed.
 4. Budget responsibility for the position.
 5. Any other specific criteria required by the applicable executive.

Reassignments under this policy are not subject to a competitive process.

- a. Refusal to Accept Reassignment
Employees who refuse to accept a Reassignment made pursuant to this policy may be subject to UTA policy on reduction in force of administrative employees and severance

pay.

b. End of Temporary Reassignment

Prior to the end of a Temporary Reassignment, the original manager and the receiving manager, if applicable, will determine whether to return the Reassigned employee to the original Job, extend the Reassignment, or to make the reassignment permanent.

c. Pay

Pay for Reassignment will be in compliance with UTA policy on compensation.

d. At-Will Status

Reassignment does not alter an employee’s at-will employment status.

C. Exceptions

Any exceptions or objections to the application of this policy must be approved by the Executive Director and Chief People Officer.

4) Review

This policy must be reviewed annually as required by Utah Code.

5) Cross-References

- SOP HR 310 Job Description Creation/Updates
- UTA.01.20 Information Security
- UTA.05.09 Reduction in Force of Administrative Employees and Severance Pay
- UTA.05.04 Administrative Employee Compensation Plan UTA Policy
- Request for Change in Approved Staffing form
- Utah Code § 17B-802 Review of Personnel Policies
- HB 261 Equal Opportunity Initiatives

This UTA Policy was reviewed by UTA’s Chief People Officer on 05/29/2026, and approved by the Executive Director on _____. This policy takes effect on the latter date.

Jay Fox
Executive Director

Approved as to form and content:

DocuSigned by:
Mike Bell

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Counsel for the Authority

History

Date	Action	Owner
11/04/2004	Job Evaluation and Job Recruitment Policy Adopted	

2.080	Superseded	
11/21/2006	Revised	
11/16/2009	Revised	
08/30/2016	Revised	
02/15/2017	Revised	
09/12/2017	Revised	
	Revised and Renumbered – UTA.05.11 Admin Job Evaluation, Job Recruitment, and Job Reassignment	Chief People Officer
	Board Reviewed – UTA.05.11 Admin Job Evaluation, Job Recruitment, and Job Reassignment	Chief People Officer