

TEXAS WOMAN'S UNIVERSITY  
OFFICE OF HUMAN RESOURCES  
COMPENSATION & CLASSIFICATION

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THE DESK AUDIT GUIDELINES

In Relation to Reclassifications

*Texas Woman's University  
Office of Human Resources  
P O Box 425739  
Denton, TX 76204  
(940) 898-3548 office  
(940) 898-3566 fax*

*Compensation & Classification  
Contact: Estela Long-Manager  
Compensation & Classification*

## Desk Audit for Staff Positions In Relation to Reclassifications

### **What is a desk audit?**

A desk audit is an “interview” by a member of the Compensation & Classification team of the Office of Human Resources (OHR) with the incumbent of the position and their immediate supervisor in order to gather information about a position to appropriately classify the position.

A position desk audit focuses solely on the current work assigned and does not address hypothetical or projected duties. Positions are classified based on major regular and recurring duties. Minor or temporary duties do not affect the position’s classification. Additionally, volume of work is not a justification for a pay grade adjustment but rather a position management consideration. A classification determination should not address concerns regarding an individual employee’s qualifications, promotion, or job performance.

### **When is a desk audit conducted?**

The OHR may require a desk audit be performed upon a request for reclassification of a position or to confirm changes of reclassification request after an approved reclassification for audit purposes. A reclassification is when there is substantive change in the assignment of work or the organization of work; a change is proposed in the title, or pay grade. A reclassification may be considered after final review of the duties, level of responsibilities, qualifications, and final job analysis review.

A desk audit may be conducted by the Office of Human Resources when a reclassification request needs additional gathering of information or onsite illustrative examples. An OHR member of the Compensation & Classification team will schedule and conduct an interview with the incumbent to help determine current duties and responsibilities. Below are examples of questions that may be asked during the desk audit:

- How has the position changed?
- How is work assigned to this position? To what extent do you have authority to determine what is to be done and when?
- To what extent do the duties of this position involve independent action or require decisions on your part? Which decisions are the most difficult, and how frequently do they occur?
- In what way is your work reviewed?
- What would be the probable result of using poor judgment, making the wrong decision, or taking the incorrect action on your part?
- Do you have supervisory responsibility for non-student employees?
- Do you regularly and continually provide instruction/direction to employees?
- In what way do state/federal regulations and/or departmental or University policy and procedures impact your position?
- Do your duties directly or indirectly include the development of departmental or university policy and procedures? If so, give examples.
- Do your responsibilities include the development of reports, studies, and/or investigations? If so, give examples.
- What kinds of problems do you solve? Give examples of the most difficult ones and explain what you did to resolve the problem.

### **Preparing for the Desk Audit**

The desk audit will occur between the employee, OHR, and the applicable department head that has submitted the reclassification request. The desk audit should be scheduled at a time and location where there will be limited interruptions. All of the above questions will help confirm the actual duties and responsibilities performed.

### **Reporting on the Desk Audit**

After the desk audit is completed additional discussions will take place with OHR and department head to clarify and confirm points made during the desk audit and to discuss the reclassification request.