



DEPARTMENT OF HUMAN RESOURCES

NEW POSITION or POSITION RE-CLASSIFICATION FORM

Revised 10/03

<input type="checkbox"/> NEW POSITION (Complete this section)	
Department: _____	
Position Title: _____	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Annual Salary/ Hourly Rate: _____	Start Date: _____
Comments: _____	
Director/Department Head Signature: _____	
Essential Duties Of The Job (Attach Current Job Description):	
See attached	
**Complete Budget Information section below	

<input type="checkbox"/> POSITION RE-CLASSIFICATION (Complete this section and attached worksheet)			
Department: _____			
Position Title: _____	Position vacant? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Annual Salary: _____	Current Grade Level: _____		
Recommended Title: _____	Recommended salary range: _____		
Reason for re-classification: _____			
Director/Department Head Signature: _____			
**BUDGET INFORMATION (For Re-Classification or New Position)			
	Budget Department Name	Account Number	Distribution %
<i>This year</i>	1)	1)	1)100
	2)	2)	2)
<i>On-going</i>	1)	1)	1) 100
	2)	2)	2)

FOR HUMAN RESOURCES USE ONLY:	DATE:
<p>\$_____ Additional Benefit dollars to be taken from above accounts = 27% of new position or 7.65% of re-classification increase.</p>	
Position Title: _____	
Grade: _____	Salary: _____ Effective Date: _____
Approved by:	_____
_____ DIRECTOR OF HUMAN RESOURCES	DATE
_____ VICE PRESIDENT OF DIVISION	DATE

1. Attach a copy of the current job description for this position and a job description of the proposed re-classified position to this form. In addition include a cover letter addressing the contributing factors why this position should be considered for re-classification.

2. Please indicate the time of year, if any, this position may experience the heaviest workload.

3. What types of decisions is this position allowed to make without referring to a higher level of authority?

4. Major job duties: List the most significant duties of this position in order of importance. Indicate approximate percentage of time spent annually on each duty and the frequency* of performance.

*Frequency codes: D = daily W = weekly M = monthly S = seasonal O = occasional

EXAMPLE:

1. Typing correspondence for faculty and staff Daily 65%

Rank	Description of Duties	Frequency	Annual % of time
1			
2			
3			
4			
5			
6			
7			

5A. Cite typical examples of problems solved or recommendations made by this position.

5B. What procedures, systems or policies in other departments of the University are influenced by this position (or by the work of this position, or by the work of the person in this position)?

Procedures or Systems	Areas affected
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5C. How do errors caused by this position affect those areas listed in 5B?

5D. Place a check mark to indicate the level of supervision this position receives:

- Direct and Close Supervision: Frequent and short assignments with frequent and regular checks for progress.
- Routine Supervision: Follows established routines with periodic checks on progress.
- Specific Direction: Plans and arranges own work. Accomplishes assigned objectives by using a wide range of procedures. Reports status of objectives during regular scheduled meetings with supervisor.
- General Direction: Works from University policies and general procedures. Rarely refers to supervisor, only for clarification and interpretation of University objectives. Reports atypical conditions to supervisor.
- Administrative Direction: Works from broad policies, goals, and budgetary limits. Self supervising, with direct accountability for final results.

6. Direct supervision exercised: Please indicate the title of all positions which report directly to this position, the type of supervision exercised* and the number of employee for each title.

*There are three different types of supervision.

<i>Functional</i>	Assigns and reviews work and acts as group leader
<i>General</i>	Includes functional with additional responsibility for evaluating performance and input on decisions regarding hiring and termination.
<i>Administrative</i>	Makes final decisions concerning promotions, salary adjustments, hiring and termination.

Title	Type of Supervision	Number of Employees
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Check the box that accurately describes the level of fiscal responsibility of this position.

- No responsibility
- Maintains budget records only
- Involved in initial planning of budget and can allocate funds for some accounts.
- Responsible for the administration of budget and has final signature approval on accounts.

8. Please provide any additional information not previously supplied which would help someone better understand this position.

Requested by:

Date

Department

Title