



DEPARTMENT OF HUMAN RESOURCES

NEW POSITION or POSITION RE-CLASSIFICATION REQUISITION FORM

Revised 04/08

<input type="checkbox"/> NEW POSITION (Complete this section and budget information below; attach proposed job description.)	
Department: _____	
Proposed Position Title: _____	
Recommended Annual Salary/ Hourly Rate: _____	Start Date: _____
Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> If part-time, hours worked per week: _____	
Director/Department Head Signature: _____	Dean Signature: _____
Additional Requirements: Attach new job description; complete budget information below.	
Comments: _____	

<input type="checkbox"/> POSITION RE-CLASSIFICATION (Complete this section and budget information; attach current and proposed job description; complete attached worksheet.)			
Department: _____		Position vacant? <input type="checkbox"/> Yes <input type="checkbox"/> No, Employee in position: _____	
Current Position Title: _____			
Current Annual Salary: _____		Current Grade Level: _____ <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
Recommended Title: _____		Recommended Salary Range: _____	
Reason for Re-classification: _____			
Director/Department Head Signature: _____		Dean Signature: _____	
**BUDGET INFORMATION (For Re-Classification or New Position request)			
	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 Received in HR: _____
<p>\$_____ Additional Benefit dollars to be taken from above accounts = 27% of new position or 7.65% of re-classification increase.</p>		
Position Title: _____		CUPA # _____
Grade: _____ <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt Salary Range: _____ Effective Date: _____		
Approved by: _____		_____
Human Resources Approval		Date
_____		_____
Vice President or Provost Approval		Date

1. This worksheet is only required for reclassification requests. Attach a copy of the *current* job description for this position and a *proposed* job description to this form. (It is preferred to also include a cover letter addressing the contributing factors why this position should be considered for re-classification.)
2. Describe the primary changes in job duties and requirements that are proposed.
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 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			

5. Cite typical examples of problems solved or recommendations made by this position.
6. What procedures or systems in other departments are influenced by this position?

Procedures or Systems

Departments Affected

7. Place a check mark to indicate the level of supervision this position *receives*:

<input type="checkbox"/>	Direct and Close Supervision:	Frequent and short assignments with frequent and regular checks for progress.
<input type="checkbox"/>	Routine Supervision:	Follows established routines with periodic checks on progress.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Administrative Direction:	Works from broad policies, goals, and budgetary limits. Self supervising, with direct accountability for final results.

8. Direct supervision exercised: Indicate the title of all positions which report directly to this position, the type of supervision exercised* and the number of employees for each title.

**There are three different types of supervision described below:*

<i>Functional</i>	Assigns and reviews work and acts as group leader
<i>General</i>	Includes functional with additional responsibility for evaluating performance & 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Check the box that accurately describes the level of fiscal responsibility for 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.

10. Please provide any additional information not previously supplied to help better explain this proposed position.