

# Staff Job Classification / Reclassification Request Form

Use this form to request the classification of a new staff position or to request the reclassification of an existing position

## **Instructions:**

- The purpose of this form is to document the nature of the request and to gather information to ensure proper job classification and grading.
- All sections of this form must be completed to prevent a delay in the request. For assistance completing this form, please contact your Human Resources Business Partner
- Complete the associated ePAR requesting the new position or reclassification and attach the following to the ePAR:
  1. this completed form (saved as pdf)
  2. current departmental organizational chart (required for reorganizations; otherwise, optional);
  3. proposed departmental organizational chart (required for reorganizations).
- Submit the ePAR for review and approval. Approvals for the request will be captured through the ePAR workflow process.

Completed by (name): \_\_\_\_\_

**Is this request part of a reorganization?** Note: If this request is part of a reorganization, review with Human Resources prior to submitting.

Yes

No

## **Type of request:**

New Position (please complete fields below)

Reclassification of existing position (please complete fields below)

Institution (Company):

Division/Department Name:

Supervisor Name:

Supervisor Title:

Department ID:

Department Head:

Requested Job title:

Requested Job Code:

*(Enter 9999 as a placeholder if the code does not already exist in the Pay Plan)*

Suggested Annual Salary:

**If this is a new position, skip to the next question. If an existing position, complete these fields:**

Position Number if currently existing: \_\_\_\_\_

Current Job Code: \_\_\_\_\_

Current Job Title: \_\_\_\_\_

Employee EmplID and name if filled: \_\_\_\_\_

If filled, is the incumbent already performing the job responsibilities of the requested position? \_\_\_\_\_

**Will this position be posted after the classification/reclassification process has concluded?**

Yes

No

**Designate the expected work arrangement for this position. Please note that a completed Flexible Work Arrangement will be required to implement a remote, hybrid, or modified schedule.**

On-Site

Remote

Hybrid

Modified (e.g. Mon - Thurs, 10 hours/day)

**Justification / Nature of Request:**

Provide detailed justification supporting the requested new position or reclassification and how the position fits into the existing organizational structure. For new positions, provide detail supporting the need for the position. For reclassifications, please provide specific detail regarding how the position has changed. **This is a key section in evaluating the classification/reclassification request.**

**Classification / Job Summary (Max Characters: 1,325)**

Provide a high-level overview of the role, the primary purpose, and a concise summary of why the job exists.

**Essential Duties and Responsibilities Related to This Specific Position: (Max Characters: 1,325)**

**List six to eight essential duties in order of importance and/or frequency.**

***Note:** Essential functions are the job duties that an employee must be able to perform, with or without a reasonable accommodation. Essential job functions are the core elements of any given position. These are job duties that must occur in order for the business unit (and overall business) to function successfully. The reason the position exists is to perform this function. Removing this function would fundamentally change the position.*

**Example:**

\* Responsible for managing administrative operations for a department and functions as an office manager (30%)

**Executive Order 48 Critical Infrastructure Designation:**

**Is this position related to critical infrastructure work in any of the following fields/areas?**

- Personal data information storage system **architecture** (not data access or entry) Cybersecurity
- Telecommunications networks
- Electrical power delivery systems
- Water supply, refinement, storage, and delivery systems
- Hazardous waste/material storage, treatment, and delivery systems
- Public safety
- Emergency services

Yes

No

**If yes, the minimum qualifications will include the following statement:** *Employees in this job may be responsible for conducting research on, working on, or having the ability to access critical organizational infrastructure and they must be able to maintain the security and integrity of the infrastructure related to this role.*

**If you are verifying that this request matches an existing job classification, complete the confirmation below and then you may stop here.**

I confirm that I have reviewed existing classification title: \_\_\_\_\_ and job code: \_\_\_\_\_ and this request aligns with the attributes of the existing classification including the job duties, minimum qualifications, and required knowledge, skills, and abilities.

**Continue completing the information below if this request does not match an existing job classification.**

**Minimum Qualifications: (Max Characters: 500)**

Define the minimum education and experience required to satisfactorily perform the essential functions. Also include any required licensure or certifications. **Provide in paragraph form.**

**Knowledge, Skills and Abilities: (Max Characters: 1,325)**

*(Click here to access the KSA bank)*

List key knowledge, skills and abilities needed to perform the job.

**Level of Supervision Received (select one):**

- Direct Supervision:** Work completed with little autonomy; works under either direct supervision or clearly defined procedures. Work is reviewed for completeness and accuracy, adequacy, and adherence to instructions
- General Supervision:** Work completed under general supervision. Supervisor provides assignments by indicating general objectives, limitations, quality, and quantity, expected deadlines and priorities. Employee uses initiative in carrying out recurring assignments.
- Limited Supervision** - Work completed with a limited degree of supervision. Supervisor makes assignments by defining objectives, priorities, and deadlines, and assists employee with unusual situations that do not have clear objectives. Employee plans and carries out assignments and resolves problems and deviations in accordance with instructions, policies, and accepted practices.
- General Direction** - Work completed autonomously. Receives general direction working from established policies and procedures. Supervisor sets overall objectives and resources available, and provides consultation to employee to develop deadlines, projects, and work to be completed. Employee plans and carries out assignments, resolves most conflicts, coordinates work with others, and interprets policy on own initiative. Employee keeps supervisor informed of progress, potential issues, or far-reaching implications.
- Minimal Guidance** – Work completed independently with minimal guidance. Assignments are made in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of objectives, and conformance with policy and regulatory requirements.
- Broad Administrative Guidance** - Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Employee has responsibility for planning, designing and implementing programs and projects, and sets goals for department. Review of work is generally limited to accomplishment of broad functional objectives, and conformance to policies and regulatory requirements.
- Strategy Alignment** – Receives only broad strategic guidance in terms of developing and achieving strategic goals.

**Supervisory Responsibility (select one):**

- No supervisory responsibility.
- Provides on-the-job training/support to new team members.
- Team lead, coordinate work or mentors junior team members, but not a supervisor.
- Oversees student workers only.
- Full Supervisory Responsibility.

Number of Direct Reports (if applicable):

List Official titles of direct reports (if applicable):

**Environmental Hazards (select all that apply):**

- No adverse environmental conditions expected.
- Exposure to fumes or airborne particles.
- Low temperatures.
- Outdoor elements such as precipitation and wind.
- Work with toxic or caustic chemicals.
- Elevated temperatures.
- Exposure to moving mechanical parts or vibration.
- Noisy environments.
- Small and/or enclosed spaces.

**Budgetary Responsibility (select one):**

- None
- Responsible for monitoring budget but not for developing or allocating a budget
- Responsible for development, management and/or allocation of a budget

If yes, what is the total annual budget?

**Additional Comments:**

**Upon completion, save this form as a pdf, attach it to an ePAR and submit the ePAR.**

**The individual to be contacted for questions:**