

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 in order to prevent a delay in the request. For assistance completing this form, please contact your Human Resources Business Partner
- Complete the related 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)

Requested Annual Salary: _____

If this is a new position, skip to the next section.

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 reclassified 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

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:

List up to ten in order of importance and/or frequency. Duties that require less than 10% of time should be combined with other duties.

Example: Responsible for the management of administrative operations for a department and functions as an office manager (30%)

Complete the above and the confirmation box below if you are verifying that this request matches an existing classification:

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.

Stop here if you are certifying that this request matches an existing classification. Please sign in the approval section below.

OR

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

Minimum Qualifications:

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

Knowledge, Skills and Abilities:

(Click here to access the KSA bank)

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

Level of Supervision Received:

- Direct Supervision** - Work completed with little autonomy; works under either direct supervision or clearly defined procedures. Work is reviewed for completeness or accuracy, adequacy, and adherence to instructions.
- General Supervision** - Work completed under general supervision. The 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 department objectives, and conformance with policies 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. Assignments are in terms of developing and achieving strategic goals and objectives, aligned with division and institution strategy. Review of work is limited to accomplishment of functional objectives and business plans for multiple units.

Supervisory Responsibilities:

- 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?

List Official titles of direct reports (if applicable):

Work Environment:

Describe the work environment where this position will regularly perform the majority of duties (for example: regular office environment, clinic, laboratory, outdoors, etc.).

- Standard Administrative Support/Professional/Management** This job operates in a professional office environment. This role routinely uses standard office equipment and technology.
- Research/Lab** Research laboratory with potential exposure to chemicals, biological agents, or hazardous equipment or materials, dependent on the research focus of the laboratory. Safety protocols related to work performed must be followed.

Service/Maintenance

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and fumes or airborne particles. The employee is occasionally exposed to vibration. The noise level in the work environment is usually moderate.

Skilled Craft

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and vibration. The employee is occasionally exposed to wet and/or humid conditions and fumes or airborne particles. The noise level in the work environment is usually loud.

Medical

Work is performed indoors in office or clinical setting; may be exposed to airborne communicable diseases, blood borne pathogens or bodily fluids, hazardous materials, and toxic or caustic chemicals.

Residence Life

This job operates in a professional office environment and a live in housing situation. This role routinely uses standard office equipment and technology

Police

Occasional work performed in normal office environment; occasional exposure to hazards that may result in injury, lost time, or threat to one's personal health, including total disability or death. Work frequently performed in environment of extreme weather and/or exposure to fumes, odors, and noise.

Food Service

While performing the duties of this job, the employee regularly works indoors. The employee will work near or with food preparation equipment. The employee may occasionally work with toxic or caustic chemicals such as degreasers and sprays. The noise level in the work environment is usually moderate. Ability to work in warm to hot and humid conditions.

IT Technical

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and high precarious places. Occasionally handles emergency or crisis situations; frequently subject to interruptions, and multiple calls and inquiries. The noise level in the work environment is usually moderate.

Risk Management

Work is performed in an office setting, as well as in the field. Incumbent may be exposed to chemicals, biohazards, cleaning solutions, asbestos, and mold.

Other:
(Please describe)

Budgetary Responsibilities:

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

If yes, what is the total annual budget?

Additional Comments:

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

The individual to be contacted for questions regarding the form is: _____