



UNIVERSITY OF HARTFORD

STAFF POSITION NEEDS ANALYSIS FORM

Title of Position: _____ ☐ Exempt ☐ Non-exempt

College/Department: _____

(Please use reverse side of form or attach documentation to this form if necessary)

COMPREHENSIVE REVIEW OF ESSENTIAL POSITION DUTIES AND RESPONSIBILITIES

When considering only the **essential functions** of the position noted above (identified by an * on the job description), please attach a detailed explanation of alternatives which have been considered regarding the position to the Staff Personnel Requisition Form, addressing the following items:

1. What is the downside of not performing these duties and responsibilities or phasing them out?
2. How can I restructure within the unit so that these duties and responsibilities can be absorbed by existing staff (or student workers) in the unit?
3. Can I redeploy existing staff from other units on campus to perform all or some of these duties and responsibilities?
4. How can I redesign these duties and responsibilities including, but not limited to, incorporating the use of technological solutions, to ensure greater efficiency?

COMPREHENSIVE REVIEW OF WORK SCHEDULE

Can this position's work schedule be reduced (i.e., 12-month to 10-month)? ☐ Yes ☐ No

If no, please explain: _____

Can this position's work hours be reduced (i.e., 40-hour workweek to 35-hour workweek)? ☐ Yes ☐ No

If no, please explain: _____

ADDITIONAL CONSIDERATIONS

Does the position contribute, either directly or indirectly, to the recruitment, admittance or retention of students? ☐ Yes ☐ No

If yes, please explain: _____

Does the failure to fill the position create an immediate compliance or safety issue? ☐ Yes ☐ No

If yes, please explain: _____

Does not filling the position have any negative impact on the functioning of other units on campus?

☐ Yes ☐ No

If yes, please explain: _____

Failure to complete and attach a Staff Position Needs Analysis Form to the Staff Personnel Requisition Form will delay the consideration of your unit's ability to post and/or refill the vacated position.

Dean, Director or Department Head Signature

Date

Senior Officer

Date