



Position Summary Review Form

A request for a job evaluation may be made when a job changes significantly in scope or responsibility. This form has been designed to obtain critical information about a request for an evaluation of the salary/grade level for a position, as well as to provide detailed information about the attributes related to a new position, such as minimum requirements, skills, and abilities, and other factors needed in order to properly classify a new position. Please provide comprehensive and thorough answers for questions in each section, or provide descriptive information of the desired position so that a complete and fair analysis may be completed. Each section must be completed for a request to be considered and for a requested position to be placed into the appropriate salary grade and pay range.

Please submit completed forms and any supporting documentation *electronically* to Fern Illidge in the Office of Compensation & Classification, Department of Human Resources.

Request Initiated By:	<input type="text"/>	<input type="text"/>
	Supervisor Name / Title	Department
	<input type="text"/>	<input type="text"/>
	Signature	Date
Dean / Director Approval:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
	<input type="text"/>	<input type="text"/>
	Signature	Date
Human Resources Approval:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
	<input type="text"/>	<input type="text"/>
	Signature	Date

Request Approval To:

<input type="checkbox"/> Classify a new position	<input type="checkbox"/> Reclassify a current position <input type="checkbox"/> to lower grade <input type="checkbox"/> to higher grade <input type="checkbox"/> lateral change <i>(if position currently has an incumbent, please complete the information below)</i>	<input type="checkbox"/> Adjust salary of a current position <input type="checkbox"/> below the salary grade minimum <input type="checkbox"/> above the salary grade minimum <i>(if position currently has an incumbent, please complete the salary adjustment grid on page 2)</i>
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(use the white portion of this table to give your recommendation for the reclassification of the position you are requesting.)

Position Information	POSITION RECOMMENDATION	HR RECOMMENDATION		
Title	<input type="text"/>	<input type="text"/>	<input type="text"/>	(BCAT) <input type="text"/>
Pay Grade	<input type="text"/>	<input type="text"/>		
Starting Salary	<input type="text"/>	<input type="text"/>		
FLSA Status	Non-Exempt <input type="checkbox"/>	Non-Exempt <input type="checkbox"/>		
	Exempt <input type="checkbox"/>	Exempt <input type="checkbox"/>		
Effective Date	Mo <input type="text"/> Day <input type="text"/> Year <input type="text"/>	Mo <input type="text"/>	Day <input type="text"/>	Year <input type="text"/>
SHADED AREA FOR HR USE ONLY	Compensation & Classification Approval: <input type="text"/>	Date: <input type="text"/>		

Current Position Title

Reports To / Supervisor

Current Incumbent

Employee ADP ID

Department

College / School / Unit

Full Time

Part Time

Temporary

Seasonal

Please provide a brief statement explaining the reason for this request:

For a reclassification of an existing position, please provide a brief but detailed summary which describes the major changes in responsibility for the position being reviewed (please include any job duties for which the job holder was previously accountable for which no longer apply, or job duties which have been assumed):

Equity Adjustment (if applicable) :

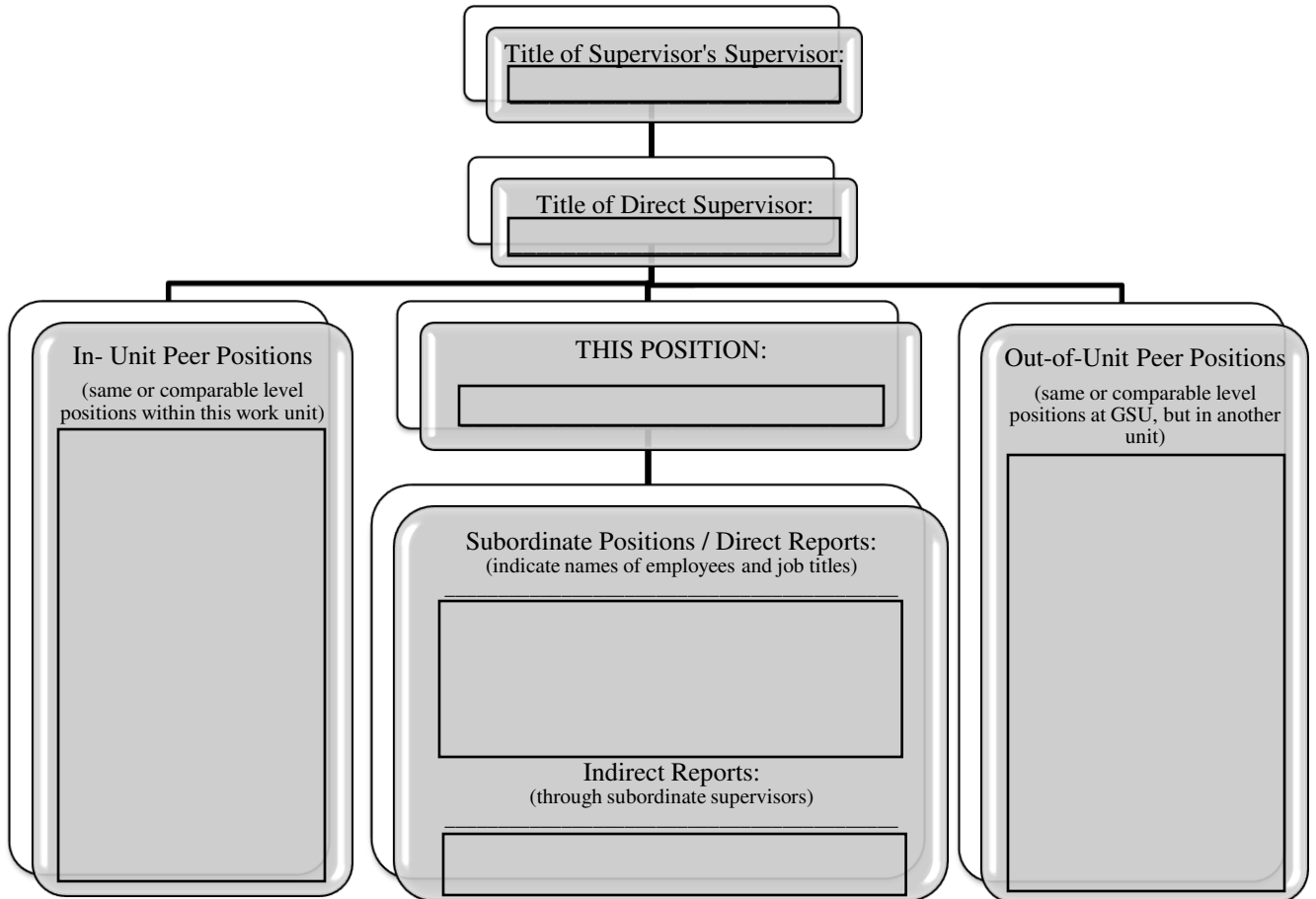
Desired Salary Grade <input type="text"/>	Current Base Salary \$ <input type="text"/> hr / yr	Recommended Salary \$ <input type="text"/> hr / yr
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Essential Duties & Responsibilities

List the essential duties performed as a regular part of the job grouping related duties together in a sentence or paragraph. After listing the specific duties, estimate the percentage of time required to perform each duty, the total equaling 100%.

Essential Functions & Responsibilities (place an * next to new essential functions assigned to a job)	% of Time
	<input type="text"/> %
	<input type="text"/> %
	<input type="text"/> %
	<input type="text"/> %
	<input type="text"/> %
	<input type="text"/> %
	<input type="text"/> %

Organizational Chart for this Position



For each factor, please indicate with an “X” the one alternative that best describes the minimum requirements necessary for performing the position effectively.

Education. This factor captures the general knowledge required for performing the job responsibilities, as measured by minimal acceptable education levels.

- 1. Up to and including a high school degree or GED
- 2. AA degree or equivalent vocation/technical training
- 3. BS / BA degree
- 4. Advanced / Post Graduate degree

Experience. This factor measures the minimal amount of experience required to competently fulfill the requirements of your job. Qualifying experience may have been acquired on related work or lower level jobs either with the Boards or with former employers.

- 1. 0-2 years (i.e.: sufficient experience to develop some familiarity with methods and terminology in common work situations).
- 2. 3-5 years (i.e.: sufficient experience in the occupational field to perform a variety of work assignments within the occupational field with minimal supervision).
- 3. 6+ years (i.e.: broad experience in both commonplace and unusual work situations and problems associated with the occupational field – sufficient to plan and administer work programs).

Specify any areas of training, content expertise, and/or licensure/certification expected for this position:

Decision-Making Responsibility / Independence of Action: This factor indicates the specific management administrative and professional responsibilities of the job; as well as evaluates the degree to which the immediate supervisor outlines the method to be followed or the results to be attained, checks the progress of work, or handles exceptional cases. Consider the extent and the closeness of the supervision.

- 1. The job typically requires work under the type of supervision where standard practice requires occasional checks on performance. Most decisions are referred to supervisory or director approval. The job requires assigned plans and programs.
- 2. The job typically requires work under general supervision where broad work instructions are provided and only unusual cases are directed to your supervisor. The job requires the regular exercise of independent action within defined policy parameters in the area of specialty.
- 3. This job requires little to no supervision. The job requires decision-making that addresses major problems and policies that directly impact the department and/or other departments, schools and/or the entire Board.

Seriousness of Error: This factor measures the opportunity for making errors, the degree to which work is checked, and the probably effects of errors on the Department. Consider only reasonable, normal errors, and resulting losses, which may be in terms of time, money, prestige, employee morale, etc.

- 1. Standard check or routine crosscheck readily detects probable errors. Errors would be due to oversights in most instances. Cost of correction is negligible.
- 2. Probably errors are generally confined to a single department, or phrase of activities, but are not always detected in succeeding operations. Errors may affect the work of other within the unit. Considerable time may be involved to trace errors and make corrections.
- 3. Probably errors typically cause inaccuracies in reports or records pertaining to numerous departments and/or the Department as a whole. Errors typically have significant internal and/or external implications. (E.g., the financial position of the Department may be affected and/or they may delay progress of significant programs or projects).

Type of Supervision: This factor evaluates the degree of supervision exercised.

- 1. The position is not responsible for supervising other employees (i.e. conduct performance evaluations for these positions).
- 2. Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as subordinates. There is little or no responsibility for controlling costs and enhancing methods for performing work activity. This level applies to a position that is responsible for supervising one or two employees.
- 3. Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. The position is responsible for addressing business and personal difficulties under stander procedures. This level applies to a position that is responsible for supervising three or more employees.
- 4. Supervision applies to one or more departments with full responsibilities for results in terms of costs, methods, and personnel administration. This level applies to a position that is responsible for supervising managers, who in turn have responsibility for supervising staff.

Supervisory Requirements (complete this section only if the position will directly supervise other employees)

Title of Reporting Positions	Number in Position	Full Time	Part Time
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Inside/Outside Contacts: The factor identifies typical interactions within the scope of the position.

- 1. Contacts are typically limited to co-workers and supervisor. There is only minimal contact with other employees and/or external parties (i.e., students, citizens, and representatives from other organizations).
- 2. The job typically requires some contact with employees from outside the department, school and/or external parties (i.e.: students, citizens and representatives from other organizations).
- 3. The job requires continuous contact with the employees from throughout the University and/or external parties (i.e., students, citizens, and representatives from other organizations).

Organizational Knowledge: This factor evaluates the level of in-depth knowledge of the University as required by the job.

- 1. The job requires understanding of the policies, work procedures, programs, plans, and organizational relationships related to the immediate work area.
- 2. The job requires understanding the policies, work procedures, programs, plans, and organizational relationship of one or more department or schools and/or specific understanding of outside organizations.
- 3. The job requires understanding and creating the policies, procedures, programs, plans, and organizational relationships of numerous, departments, schools, and/or in-depth understanding of outside organizations.

Risk/Safety Factor: This factor measures the level of risk to physical health and safety routinely required by this job.

- 1. There is little or no risk associated with this job.
- 2. The job requires exposure to moderate risk to physical health and/or physical safety. Risk to physical and/or mental health and safety (e.g., exposure to environmentally hazardous (i.e., toxic) material, assault and battery, communicable disease, etc.) up to 50% of the time.
- 3. The job requires exposure to significant risk to physical health and/or physical safety. Risk to both physical and/or mental health and physical safety) e.g., exposure to environmentally hazardous (i.e., toxic) material, assault and battery, communicable disease, etc.) more than 50% of the time.

Overall Impact: This factor measures the job's impact on the entire Department relative to other positions. Consider specific management, administrative and professional responsibilities.

- 1. The job has minimal impact on the Department's resources and services both internally and externally.
- 2. The job has moderate impact on the Department's resources and services both internally and externally.
- 3. The job has major impact on the Department's resources and services both internally and externally through individual actions or decision involving significant changes in policy, programs, new services, asset/liability management, or other actions. May also have some impact on university resources.

Budget Responsibilities: This factor measures the position’s level of responsibility concerning departmental budget.

<input type="checkbox"/> Planning		<input type="checkbox"/> Maintaining	
<input type="checkbox"/> Preparation		<input type="checkbox"/> Monitoring	
Does the position have signature authority?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what is the dollar amount?		\$	
Total department operating budget:		\$	
Grant(s) budget:		\$	
What is the total budget amount for which this position has responsibility?		\$	
Please indicate the number of employees in the department.		<input type="checkbox"/> Staff:	<input type="checkbox"/> Faculty:

Internal Job Comparison

Based on what you know about other departments on campus, please identify up to 3 jobs that are close matches to this position. Consider knowledge, skills, and scope of responsibility when identifying these matches:

Title	Department	Incumbent	Match Knowledge, Skills, & Scope of Responsibility		

External Job Comparison

Are there any external jobs you believe may be a match to this job? Please indicate where (company, university, etc.) this job may be found:

External Job Title	Where is this job found? (company, university, etc.)	Notes / Comments / Contacts