

# Position Review Request

The **Position Information Request** should be used for (1) reclassifications or (2) creating a new position or (3) when a vacant position is re-evaluated.

## Position Information

Please Check One of the Following:

- New Position
- Reclassification
- Vacancy (requiring re-evaluation)

***An updated and signed job description MUST be attached.***

<u>Reclassification</u>	
Current Position Title	
Proposed Position Title	
Proposed Pay Grade	
Incumbent(s) in Position	
<u>New Position</u>	
Proposed Position Title	
Proposed Pay Grade	

# Position Review Request

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Briefly document the rationale/justification for the new position or the requested review.

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Please explain the primary objective of the position. Why does the job exist? What required duties may have been missed in the initial review of the job? If there are new duties, what position was performing them before? If a responsibility has been dropped, what position is doing it now?

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If there is a financial component in the responsibilities of this position, please indicate the size of the budget, and/or the number and amount of grants, etc. Explain any required analysis of technical or financial reports.

Explain the kinds of decision-making required.

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Identify the minimum education and experience requirements required to perform the **essential duties** for this position.

List any licenses, certificates, or registrations that are required to perform the **essential duties** of this position.

Comment on the work environment and any specific physical demands such as lifting requirements needed to perform the work.

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Describe the types of interaction this position has with other positions or departments inside the college. List interactions with others outside the college.



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Describe the skills necessary to satisfactorily perform the work of this position such as computer skills, technical or scientific expertise required.

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Is this position authorized to make recommendations for hire, discipline, counsel or termination of employees? If yes, list all positions, either temporary or permanent.

Does this position evaluate and sign off on the performance appraisal or does the position provide input on the performance appraisal? List all positions, either temporary or permanent.

Explain the kind of problem-solving required.





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Include any additional information which you think will help in evaluating this position.



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## SIGNATURE PAGE

Requestor's Signature and Date

Supervisor's Signature and Date  
(Signature means the information contained in this document is accurate.)

Human Resources Signature and Date