

New Position Classification or Reclassification of a Vacant Position

1. A job classification review must be performed by Human Resources-Classification/Compensation for the creation of a new position or when a vacancy occurs in the position for which there is no up-to-date job description or a significant change to the vacant position's duties is requested.
2. The supervisor, with department head approval, completes the following Position Analysis Worksheet. The completed worksheet and a department organizational chart are submitted to Human Resources.
3. Human Resources will analyze the Position Analysis Worksheet and determine the classification of the position. The recommendation is communicated to the supervisor. Allow 3 weeks for a classification review.
4. Human Resources-Classification/Compensation will send to the supervisor:
 - a. Classification Memo containing role title, role code, FLSA status, pay band, pay band salary range, and Standard Occupational Classification (SOC) title and code.
 - b. A job description on one of the following forms: an Employee Work Profile, an Administrative and Professional Faculty Job Description, or a Wage Job Description.
 - c. Instructions for submitting required paperwork to begin the recruitment process or affect the change in a classification.
5. Supervisors are responsible for reviewing the department's budget for funding of the position and obtaining approval signatures on required paperwork.
6. The completed Recruitment Request Form, with a copy of the approved job description, must be sent to Human Resources-Employment to begin the recruitment process.

POSITION ANALYSIS WORKSHEET
for a NEW POSITION CLASSIFICATION or
RECLASSIFICATION OF A VACANT POSITION

Date:
Department:

VP Area:
Contact Person and Phone No.:

POSITION STATUS:

Full-Time

New Position

Part-time

Vacant Position Reclassification,

Temporary

If a vacant position, please answer the following:

Position Number:

How long has the position been vacant?

Previous Incumbent:

FUNDING INFORMATION:

Budget Code:

Position Salary Budget: \$

GENERAL INFORMATION:

Proposed Work Title:

Supervisor's name:

What position(s) would report directly to this position?

Section I: Job Summary

Purpose: Summarize in two or three sentences the basic purpose of the job.

Job Duties and Responsibilities: Describe the most important job duties (generally not more than five) and estimate the percentage of time spent on each duty. The *total* of all percentages must equal 100%. You may attach a separate document.

% of Time	Job Duties (In order of importance)
	1.
	2.
	3.
	4.
	5.
	Other duties as assigned
100%	

Section II: Job Analysis

Education: What is the *minimum* level of formal education required for this position?

Choose an item.

Experience: What is the minimum level of experience necessary to perform this job?

Choose an item.

What is the *average* time required to learn and perform this job in an acceptable manner?

Choose an item.

If this position has final responsibility for developing, controlling, and implementing a department budget, what is the amount? \$

Does this position assist with operating budget review and/or monitoring departmental accounts? NO YES

Does this position have signature authority for purchase approvals? NO YES

List knowledge, skills, and abilities associated with this position.

Decision Making – What is the extent of judgment used to carry out job duties? Check one.

- Performs repetitive tasks that require detailed instructions and no choice as to procedures.
- Performs routine tasks with specific procedures and may interpret instructions.
- Compiles information, selects and applies alternative procedures.
- Analyzes a variety of information with *limited* discretion in the application of methods.
- Interprets and applies *broad* discretion and may serve as technical authority in application of methods.
- Directs programs involving large and complex issues within or outside of the University.

Independence – What is the extent of supervision or direction received and work assignments reviewed? Check one.

- Close supervision with detailed instructions and work reviewed on an ongoing basis.
- Immediate supervision with review at regular intervals. Questions referred to supervisor.
- General supervision where deadlines are established and where work is reviewed by results obtained.
- General direction where objectives are defined and work is reviewed on the basis of meeting objectives.
- Administrative direction where assignments are based on broadly defined functional objectives and directly accountable for results.
- Strategic direction from a vice president with a broadly defined mission and accountable for planning and implementing objectives.

Authority – What is the extent of supervision that this position provides to others. Check one.

- No supervisory responsibility.
- Occasionally supervising part-time or student workers.
- Immediate supervision of a single function or small group where duties involve instructing, reviewing work and problem-solving.
- Supervises a group of related functions without line authority where duties involve analyzing data and consulting with key administrators.
- Supervises a department or group of diversified functions where duties involve establishing procedures and performance standards.
- Directs one or more departments in meeting objectives.
- Administrative direction for a major section or division of the University.

Impact – What is the level of effect this position has on end results for an activity, program, or department? *Check one.*

- Activities impact outcome of assigned tasks. Errors are detected by immediate supervisor.
- Activities impact end results of related assignments. Errors detected in succeeding operations.
- Activities impact unit or program within a department. Errors may not be readily apparent.
- Activities impact the direction of a department. Errors may not be readily apparent.
- Activities impact the direction of more than one department. Errors could result in significant costs.
- Activities impact institutional policies and long-range plans in one or more major university areas.

Confidentiality – What is the level of access this position has involving confidential data? *Check one.*

- Little or none
- Department-level (i.e. student data, salaries)
- Full and complete access to division level reports
- University-wide level access

Contacts – What is the nature, frequency and level of contact required of this position to carry out job duties. Check one.

- Requires *very little* contact with others outside own work area.
- Requires *some* contact within or outside the University
- Requires *frequent* contact with students, faculty, staff, and general public. Advises others of options, interprets procedures, and resolves problems.
- Requires *continuous* contact with internal University groups and outside community groups to represent the University.
- Requires a *high level* of contact with high level administrators and government officials to negotiate or persuade outcomes of considerable consequence.
- Requires a *high level* of contact within the University community and with outside organizations to address issues affecting the strategic objectives of the University.

Additional Comments:

If you require more space to describe the Job Summary and Job Duties, please type a separate page with this information and attach to the worksheet.

After completion of the form, please email as an attachment to mooneylj@longwood.edu or send through campus mail to Human Resources, ATTN: Classification/Compensation.