

POSITION CLASSIFICATION QUESTIONNAIRE

REQUEST FOR (*choose one*):

Audit/Reclassification Request of Filled Position

Pre-Audit/Classification Request for Vacant

Position

Pre-Audit/Classification Request for Newly Funded

or Proposed Position

Job Description Update (*Information Purposes*

Only)

CLASSIFICATION:

Administrative/Professional Position

Clerical/Support Position

REQUEST DETAILS:

Position No.:

Incumbent (*if vacant specify*):

Current Title:

Proposed Title:

Current Pay Grade Level:

Proposed Pay Grade Level:

Current Salary Index Distribution:

Salary Index Distribution (to charge):

Department/College:

Immediate Supervisor:

Justification for Audit/Pre-audit and other pertinent details:

SECTION A: JOB DESCRIPTION DETAILS

Job Title:

Job Classification:

FTE:

Pay Grade:

Job Summary:

Knowledge, Skills, Abilities:

Desired Min Qualifications:

Desired Preferred Qualifications:

Supervised By:

Position Supervises:

Job Duties/Responsibilities:

Essential:

Secondary:

**SECTION B: OTHER RELEVANT
INFORMATION**

PERSONS WITH SIMILAR POSITIONS:

PHYSICAL DEMANDS:

REQUIRED CERTIFICATIONS/LICENSURE:

SECTION C: COMMENTS

INCUMBENT COMMENTS:

SUPERVISOR COMMENTS:

DEPARTMENT CHAIR COMMENTS:

SECTION D: ORGANIZATIONAL CHART

SECTION E: SIGNATURES PAGE

Employee's Name: _____

Employee's Signature: _____

Reviewed and Approved Signatures:

Immediate Supervisor/Originator

Department Head

Dean, Respective School/College

**Associate Dean/Associate Vice
President**

Vice President