

Position Review Form

College or Division:				HR Position #: (Leave blank if new position.)			
Department/Unit Name:							
Fulltime Weekly Equivalent (FTE):			FLSA: (Leave blank if new position)			Exempt	
						Non-Exempt	
Dept Budget #:			Budget Speed type:				
Funding Source: (Select one)		State Funds		Grant/Sponsored Funds		Other	

POSITION ACTION REQUESTED

	Classify a new position. Please include a separate, updated organizational chart for new positions and check the first box in section I (next page) stating that you have attached the chart to the PRF.
	Review a vacant position. Name, Last Day, & Job Title of Last Incumbent:
	Review a position with an incumbent. Name & Job Title of Incumbent:
	Other (e.g. Update Only, FLSA Review, Demotion, Market Analysis, etc.) Please describe:

NOTE: For title changes: An updated résumé must be submitted. It should state the month and year when the position was held, individually list each position within the same organization (if applicable), and whether the positions were full or part-time.

DEPARTMENT RECOMMENDATION (optional):

RECOMMENDED BY HR AS:

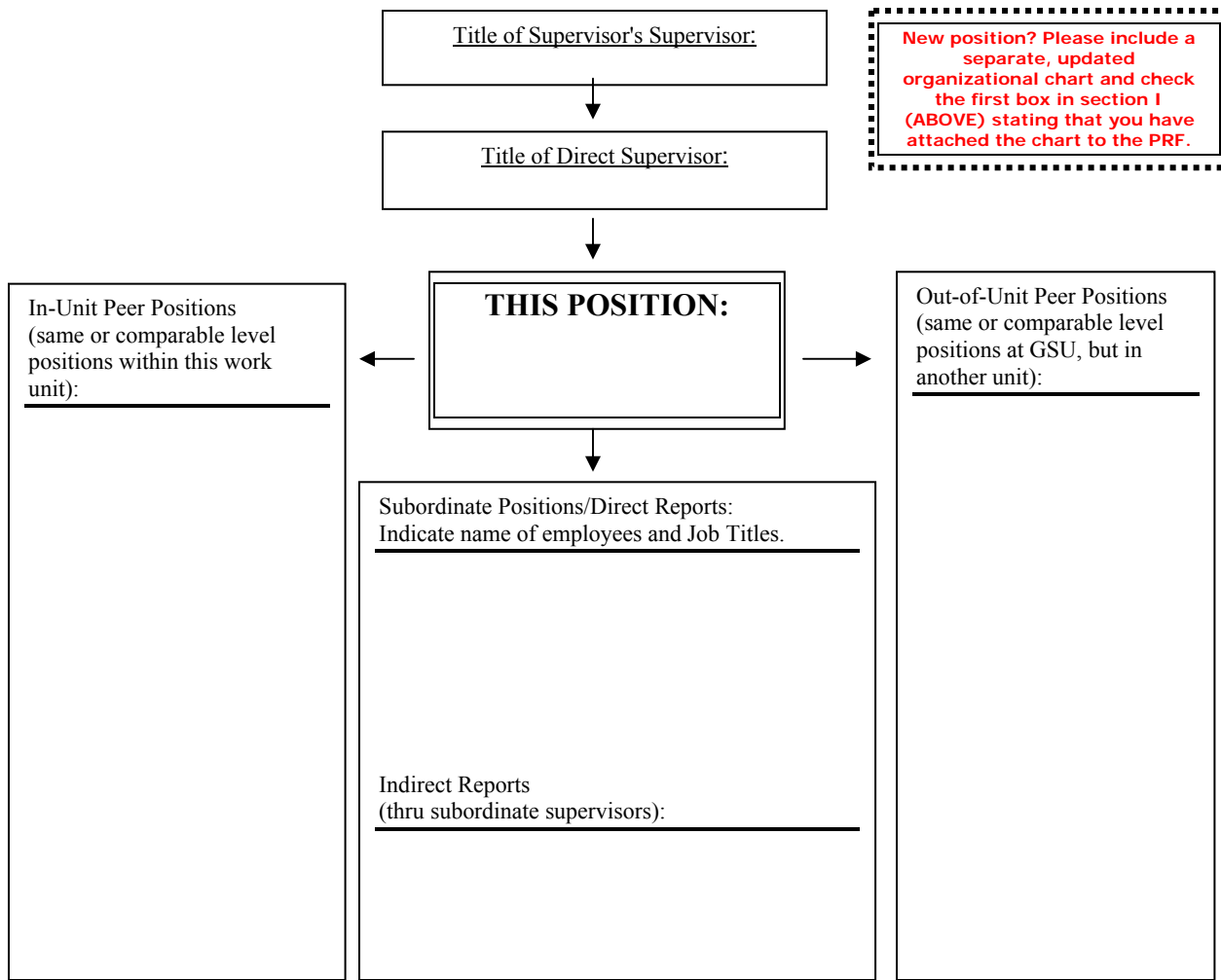
Title & BCAT									
Pay grade or Band/Zone:									
Proposed Hiring Range									
Incumbent Proposed Salary									
FLSA Status	Non-Exempt			Non-Exempt					
	Exempt			Exempt					
Effective Date If Implemented	Mo	Day	Year	Earliest Effective Date:			Mo	Day	Year
For HR Use Only	Classification and Compensation Reviewer:						Date:		

APPROVALS	PRINT & SIGN NAME:	Phone	Date
Primary Contact Person <small>(Person to whom questions & recommendation should be directed.)</small>			
Authorizing Official <small>(Person with authority to finalize or implement action & commit funding.)</small>			
HRAC Rep or Organization Rep <small>(Authorized Signatory as required for the College or Division):</small>			
Vice President/Dean (for Non-Pay Plan positions) or OTHER Administrative Approval			

I. Organization Chart for the Position

Please submit the following:

Attached is an organization chart for the position. Peer comparisons are indicated below
Place of this position in the organization is described below in the organization chart



II. Position Summary (for New Position) or Summary of Change (for Existing Position)

Describe specifically why you want to create this position or how the duties of this position have changed in terms of job responsibilities (e.g., supervisory responsibility, level of decision-making, exercising judgment and degree of independence).

III. Essential Duties/Responsibilities

List the essential duties performed as a regular part of the job. Group related duties together in a sentence or paragraph. After listing specific duties, estimate the percentage of time required to perform each duty in the right column. **The total percentage of time required to perform all of duties listed duties should equal 100%.**

Essential Functions/Responsibilities <i>* Place an asterisk next to any NEW essential functions assigned to the job.</i>	% Time

IV. Contacts and Communications

CHECK (X) IF POSITION HAS CONTACT	TYPE OF CONTACT	FREQUENCY OF CONTACT H = Hourly D = Daily W = Weekly M = Monthly Y = Yearly O = Occasionally N = Never	TYPICAL EXAMPLES OF CONTACT IF MORE THAN OCCASIONAL
	General Public/General Callers/Campus Visitors		
	Prospective Students/Their Parents		
	Enrolled Students/Their Parents		
	Alumni/Current or Potential Donors		
	Governor/USG Regents/State Legislators		
	GSU President/Provost/Vice Presidents		
	GSU Deans/Assistant Vice Presidents (AVPs)/Department Chairs/Division Directors		
	GSU Campus Faculty		
	GSU Campus Managers/Professional Staff		
	GSU Campus Support Staff		
	University/Divisional/College Committees		
	Ad hoc Cross Functional Project Teams		
	BOR Central Office/Other USG System Campuses		
	Outside Vendors/Contractors		
	Outside Professional Organizations		
	Outside Media		
	Gov't Agencies/Regulators/Accrediting Agencies		
	Research/Grant Funding Agencies		
	Other:		
	Other:		

V. Supervisory Responsibilities (SELECT ONLY ONE)

Check the item below that best describes the position's level of supervisory responsibilities

	Provides direct independent supervision (e.g., hiring, firing, training, conducting performance evaluations, and taking disciplinary actions).
	Serves as a lead worker (e.g., coordinates the assignment or performance of tasks by other peers and/or team members).
	Not Applicable
	Other (Please specify):

VI. Independent Action/Judgment (SELECT ONLY ONE)

To what extent is independent action or judgment typically required in this position? Check the item below that best describes the position's level of responsibility.

	This position requires following written or oral procedures or practices.
	Activities and decisions are somewhat routine, requiring occasional independent action and judgment.
	Activities and decisions are varied in nature, requiring independent action and judgment in solving common problems. Unusual cases or questionable matters are resolved by this position's manager/supervisor.
	Activities and decisions are varied in nature. Requires solving both common and unusual problems. The position's manager/supervisor is consulted for clarification of policies only where needed.
	Activities and decisions are highly complex. Significant independent action and judgment are required, subject to university-wide policies.

VII. Budget Responsibilities

Does this position have budgetary responsibility?	Yes	No
If Yes, describe the responsibility:		
What is the total budget amount for which this position has responsibility?		\$
State Funds		\$
Sponsored Funds/Grant Funds		\$
Athletic Funds		\$
Foundation Funds		\$
Other (explain)		\$
Total		\$

VIII. Consequence of Errors

Describe the consequence of errors or the risks involved from decisions made or action taken by this position.

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IX. Confidential/Sensitive Information

Does this position have responsibility of dealing with information that would ordinarily be considered sensitive, privileged, or confidential?

- No
- Yes (Please describe below.)

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X. Working Environment

Check the one box that best describes this position’s work environment.

	Work environment involves minimal physical risks.
	Work environment involves some physical risks that require following basic safety precautions.
	Work environment involves exposure to potentially dangerous chemicals or materials and situations that require following extensive safety precautions, including the use of protective gear.

XI. Work Experience/Educational Background

Please complete Section A or Section B. Published MHSs can be found at the following link: <http://managers.hr.gsu.edu/job-specs/>

A. **Use Published Minimum Hiring Standards on file for Job Title**

Or

B. **Use information below to develop Minimum Hiring Standards for Job Title**

Indicate below the level of work experience you think may be required for this position. This information will be used to develop the MHS for this position. **(SELECT ONLY ONE)**

	1 year		2 years		3 years		4 years
	5 years		6 years		7 years or more		

Indicate below the level of education you think may be required for this position. This information will be used to develop the MHS for this position. **(SELECT ONLY ONE)**

	High school diploma or equivalent
	Post high school trade or technical
	Some college, or associate’s degree
	Bachelor’s degree Field:
	Master’s degree Field:
	Doctoral degree Field:
	A combination of work experience, including training and education, may be substituted for degree

Specify any areas of training, content expertise, and/or licensure/certification ordinarily expected of a competitive candidate.

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XII. Additional Information

If this is a reclassification request for an incumbent, please complete the “Position Review Form Supplement” (PRFS). The supplement is to be submitted with this PRF.