

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 Speedtype:			
Funding Source: (Please "x" one)		State Funds			Grant/Sponsored Funds	

POSITION ACTION REQUESTED (Please "x")

	Classify a new position
	Review a vacant position. Name & 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:

DEPARTMENT RECOMMENDATION (optional):

RECOMMENDED BY HR AS:

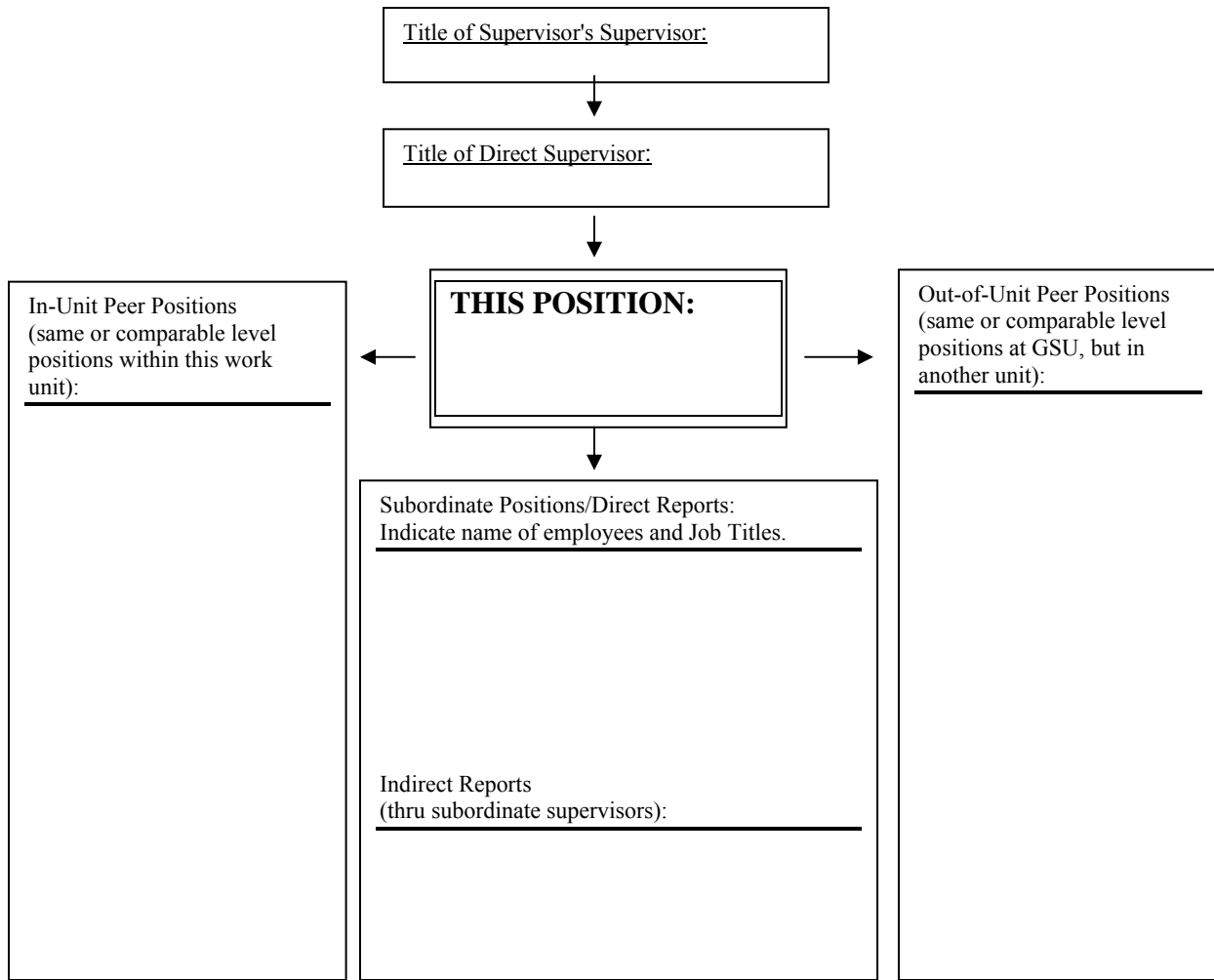
Title & BCAT							
Paygrade or Band/Zone:							
Salary Range							
FLSA Status	Non-Exempt			Non-Exempt			
	Exempt			Exempt			
Effective Date If Implemented	Mo	Day	Year	Earliest Effective Date:	Mo	Day	Year
For HR Use Only	Classification and Compensation Reviewer:			Date:			

APPROVALS	PRINT & SIGN NAME:	Phone	Date
Primary Contact Person (Person to whom questions & recommendation should be directed)			
Authorizing Official (Person with authority to finalize or implement action & commit funding)			
HRAC Rep or Organization Rep (Authorized Signatory as required for the College or Division):			
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 in the right column. The total percentage of time required to perform all of duties listed should equal 100%.

100%

Essential Functions/Responsibilities	% Time
* Place an asterisk next to any new essential functions assigned to the job.	

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/AVPs/Dept. 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

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

	Provide direct independent supervision (e.g., hiring, firing, training, conducting performance evaluations, and taking disciplinary actions).
	Serve 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

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

Check the item(s) below which best describe this position's budgetary responsibilities.

<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.		Staff:	Faculty:

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)

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://www2.gsu.edu/~wwwhre/class&comp/mhsgeneralinfo.htm>

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.

	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.

	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.

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.