**Position Justification**

|  |  |
| --- | --- |
| **Action Requested** |  |
| **Justification of Need** |  |
| **Please make one selection:** | **Do not post (Advertisement Waiver Attached)**  **Do not post**  **Post Immediately** |

**Position Information**

|  |  |
| --- | --- |
| **Functional Position Title** |  |
| **Position Number** |  |
| **FTE** |  |
| **Appointment Type** | **Regular**  **Period of appointment** |
| **Location-Code** |  |
| **Location- City** |  |
| **Department** |  |
| **Business Sector** |  |
| **No. of Direct Reports to this Position** |  |
| **No. of Indirect Reports to this Position** |  |
| **FLSA** |  |
| **Position Summary** |  |
| **Position Request Number** |  |
| **Initiator Access** |  |
| Minimum Qualifications | |
| **Required Education** |  |
| **If Other Required Education, please specify** |  |
| **Discipline(s)** |  |
| **Certifications/Licenses Required** |  |
| **Indicate the minimum number of years required to perform the job.** |  |
| **Indicate the type of experience required to perform the job.** |  |
| **Substitution** |  |
| **Required Knowledge, Skills & Abilities** |  |

|  |  |
| --- | --- |
| Preferred Qualifications | |
| **Preferred Education** |  |
| **If Other Preferred Education, please specify** |  |
| **Discipline(s)** |  |
| **Certifications/Licenses Preferred** |  |
| **Indicate the preferred experience to perform the job.** |  |
| **Preferred Knowledge, Skills & Abilities** |  |

**Duties and Responsibilities (these have to sum up to 100%)**

**Copy and past the table below to add more duties/responsibilities**

|  |  |
| --- | --- |
| **Description** |  |
| **Percentage of Time** |  |

**Physical and Mental Requirements**

(change the % for each section as necessary)

|  |  |
| --- | --- |
| **Sit** | Minimally (up to 10% of the time) |
| **Stand** | Minimally (up to 10% of the time) |
| **Walk** | Minimally (up to 10% of the time) |
| **Drive** | Minimally (up to 10% of the time) |
| **Lift object <25lbs** | Minimally (up to 10% of the time) |
| **Lift object >25 lbs** | Minimally (up to 10% of the time) |
| **Carry object** | Minimally (up to 10% of the time) |
| **Push object** | Minimally (up to 10% of the time) |
| **Pull object** | Minimally (up to 10% of the time) |
| **Turn/twist body** | Minimally (up to 10% of the time) |
| **Bend at waist** | Minimally (up to 10% of the time) |
| **Work above shoulders** | Minimally (up to 10% of the time) |
| **Reach in any direction** | Minimally (up to 10% of the time) |
| **Climb** | Minimally (up to 10% of the time) |
| **Crawl** | Minimally (up to 10% of the time) |
| **Crouch/squat** | Minimally (up to 10% of the time) |
| **Kneel** | Minimally (up to 10% of the time) |
| **Balance** | Minimally (up to 10% of the time) |
| **Perform repetitive tasks** | Minimally (up to 10% of the time) |
| **Finger dexterity** | Minimally (up to 10% of the time) |
| **Use of keyboard** | Minimally (up to 10% of the time) |
| **Use of telephone** | Minimally (up to 10% of the time) |
| **Working under extreme time pressure or deadline** | Minimally (up to 10% of the time) |
| **Working rapidly for long periods** | Minimally (up to 10% of the time) |
| **Distinguish color** |  |
| **Requires good vision** |  |
| **Requires good hearing** |  |
| Essential Skills for Lab and Clinical | |
| **Essential Skills for laboratory and clinical positions** |  |

**Budget Information**

|  |  |
| --- | --- |
| **Incumbent Salary** |  |
| **Budgeted Salary** |  |
| **Unclassified Pay Level** |  |

**Incumbent**

|  |  |
| --- | --- |
| **Incumbent** |  |
| **Position Reports To/Position #** |  |

**Position Documents**

|  |  |
| --- | --- |
| **Justification** |  |
| **Organizational Chart** |  |
| **Funding Sheet** |  |

**Posting Details**

|  |  |
| --- | --- |
| **Number of Vacancies** |  |
| **Posting Date** |  |
| **Posting Close Date** |  |
| **Applicant Reviewer Access** |  |
| **Desired Start Date** |  |
| **Position End Date (if temporary)** |  |
| **Application Review Date to Begin** |  |
| **Additional Position Information** |  |
| **Special Instructions Summary** |  |
| **About the School/Department** |  |
| **External Advertising Sources** |  |
| **Other Comments** |  |