**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.:** Click here.

**Incumbent (*if vacant specify)*:** Click here.

**Current Title:** Click or tap here to enter text.

**Proposed Title:** Click or tap here to enter text.

**Current Pay Grade Level:** Choose an item. #

**Proposed Pay Grade Level:** Choose an item. #

**Current Salary Index Distribution:** Click or tap here to enter text.

**Salary Index Distribution (to charge):** Click or tap here to enter text.

**Department/College:** Click or tap here to enter text.

**Immediate Supervisor:** Click or tap here to enter text.

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

**SECTION A: JOB DESCRIPTION DETAILS**

**Job Title:** Click or tap here to enter text.

**Job Classification:** Click or tap here to enter text.

**FTE:** Click or tap here to enter text.

**Pay Grade:** Click or tap here to enter text.

**Job Summary:**

Click or tap here to enter text.

**Knowledge, Skills, Abilities:**

Click or tap here to enter text.

**Desired Required Qualifications:**

Click or tap here to enter text.

**Desired Preferred Qualifications:**

Click or tap here to enter text.

**Supervised By:**

Click or tap here to enter text.

**Position Supervises:**

Click or tap here to enter text.

**Job Duties/Responsibilities:**

**Essential:**

Click or tap here to enter text.

**Secondary:**

Click or tap here to enter text.

**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**

Insert Organizational Chart.

**SECTION E: SIGNATURES PAGE**

Employee’s Name:



**Reviewed and Approved Signatures:**

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