



Banner ID # :	Employee Name:	Position #:
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PROPOSED SALARY/BONUS

CURRENT WORKING TITLE	PROPOSED WORKING TITLE	PROPOSED PAY BAND/ U-RANGE
CURRENT ANNUAL SALARY/HOURLY RATE	PROPOSED ANNUAL SALARY/HOURLY RATE	PERCENTAGE INCREASE

JUSTIFICATION FOR ACTION REQUESTED – *If more space is needed, attach an additional page.*

WHY IS THIS ACTION BEING REQUESTED? (Provide a general justification statement then address the questions listed below. The information will be used to ensure a complete and accurate classification and support an expedited process. You may be contacted for additional information).

Are there comparable positions that perform the same type of work that would assist in classifying this position? If so, please provide position details, position number, dept., etc.

Describe the major changes in duties and reason for change. Where were the functions performed/assigned previously? What impact does this change have on other positions in the department? If so, provide the position description number (s) that are impacted.

Scope – This position has an impact (check areas that apply) and provide explanation.

Unit/Department	School/Division	University	Statewide
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Please select all of the following that apply to this position to determine the level of discretion and independent judgment held? Please provide an example of the function(s) for the ones you select.

Authority to formulate, affect, interpret, or implement management policies or operating practices.

Describe:

Carries out major assignments in conducting the operations of the university.

Describe:

Performs work that affects business operations to a substantial degree.

Describe:

Authority to commit the university in matters that have significant financial impact.

Describe:

Authority to waive or deviate from established policies and procedures without prior approval, and other factors set forth in the regulation.

Describe:

Authority to negotiate and bind the university on significant matters.

Describe:

Provides consultation or expert advice to management.

Describe:

Involved in planning long-or short-term business objectives.

Describe:

Investigates and resolves matters of significance on behalf of management.

Describe:

Represents the university in handling complaints, arbitrating disputes or resolving grievances.

Describe:

Please list the number of employees, by type of position that the employee supervises:

None

Students

Hourly

Operational/Classified

Professional

Provide any additional information you feel would be helpful in classifying/reclassifying this position.