**ROCS Classification & Recruitment Form**

Please use this form as a template to enter information into ROCs

Type of Action:  Fill a Vacancy   Classify a New Position  Reclassify an Existing Position

**Job Class Code:**

**Reclassify Action Only:**

Use the following two fields if the reclassify action was selected above.

* Incumbent’s Name:
* Employee ID #:

JOB DESCRIPTION AND REQUIREMENTS

1. Position (Proposed) Title

### Provide a proposed title that represents the job.

Position (Proposed) Grade

### Provide a proposed grade

Supervisor’s Name/Supervisor’s Title

### Provide the supervisor’s name and title for the job

1. Position Summary (Posting Summary)

### Provide a brief summary that expresses the primary role or reason the job exists.

1. **Key Duties and Responsibilities**

*Briefly list and describe* ***in order of importance****, the key duties for this position. For each key duty state in a few words:*

* *What are the expected outcomes*
* *How are the key duties performed*

*Please identify the percent of time spent on each*.

**%** **1.**

**%** **2.**

**% 3.**

**%** **4.**

**%** **5.**

**%** **6.**

**%** **7.**

**100%** (Please ensure the above values add up to 100% in ROCs)

1. **Qualifications:**

**Required knowledge, skills, and abilities:** Please state the minimum level of education, experience, licenses, certifications, specialized training, specific knowledge, skills, and abilities, needed to effectively perform in the position (software, professional certifications, drivers' license, languages, etc.).

*If this position requires advanced knowledge in a particular field or an advanced degree in a specific field of study in order to perform the functions, please describe in detail the requirements and why it is required.*

*Preferred Qualifications:* *Please state any preferred degrees, experience, licenses, certifications, specialized training, specific knowledge, skills, and abilities.*

*Equipment Utilized:* Please *state any specialized materials, equipment, software that the incumbent must be familiar with or will be required to operate or use.*

*Physical Demands and Work Environment:* Please *state the physical demands and work environment, if any, that are representative of those that must be met by an employee to successfully perform the key functions of this position.*

1. **Level of Decision Making:**

Describe the most complex issues or problems this position is accountable for delivering expected results, e.g. how will this position exercise discretion or independent judgment when making decisions and solving problems?

1. **Scope and Impact:**

*Describe the level of job complexity and scope of influence (university, campus, school, program, project, etc.).*

*Does this position have the authority and accountability for policy development, compliance, and/or administration? If yes, provide an explanation.*

*What is the position’s accountability for organizational and/or strategic planning?*

*In addition, describe the complexity of functional areas for which this position is responsible.*

1. **Management/Supervisory Responsibilities: Select one of the following to demonstrate the level of management/supervisory responsibility**

*Does this position have supervisory or management responsibility?*

*Number of positions supervised. Please provide the position title(s) and department.*

Has management responsibilities for regular employees, operations and resources for a department/unit or functional area. Responsible for making and/or recommending final hiring and firing decisions and disciplinary actions. Plans and establishes goals and objectives; strategic measures; development and interpretation of policies and procedures for the purpose of effectively and efficiently managing staff and resources.

Has supervisory responsibilities for regular employees to ensure the timely execution/implementation of goals and objectives as defined by management. Responsible for recommending final hiring and firing decisions and disciplinary actions.

Leads and/or provides work direction, training and/or technical assistance to lower level regular employees and/or temporary, student and/or consultant employees.

Does not have supervisory or management responsibility.

*For reclassifications or a position where the incumbent is supervising a bargaining unit member, has the incumbent ever exercised his/her authority to hire, fire, or discipline one of the subordinates listed below?*

|  |  |  |
| --- | --- | --- |
| Payroll Title of Employee(s) Supervised | Job Class Code | No. of Employees |
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***Please note: For positions in the Business family you must also complete and upload the appropriate addendum.***