

Position Justification Form Instructions

Workflow:

1. The Supervisor (or DA) determines a personnel action is needed due to one of the following:
 - A need for a new position.
 - A request for a classification review due to a change in the employee's job duties or responsibilities. This may prompt a reclassification or in-grade salary adjustment.
 - A request for a classification review for a position that is vacant or to be soon vacated.
 - A change in the appointment term. This can be a change in FTE percentage, request for an extension, or a change in employment type (temporary to permanent).
 - A transfer of a position to another department due to reorganization.
 - A temporary position that needs to be extended.
 2. The Supervisor (or DA) confers with the Chair/Program Manager to ensure the request is within divisional priorities and/or the strategic mission of the University.
 3. The Supervisor reviews or develops a formal position description, highlighting any changes to the current job description (as applicable).
 4. The Supervisor completes the Position Justification Form (PJF).
 5. Both the PJF and position description are emailed to the Associate Dean of Operations, who will present the position at weekly Core meetings.
 6. The Associate Dean will sign the form if approved. If not approved, the Associate Dean of Operations will contact the Program Manager/ Chair to explain the denial.
 7. Once approved by Core and signed, the PJF and the position description are emailed to the Executive Director of Human Resources for processing.
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Section I

Hiring Unit: Enter your department/unit name

Proposed Position Title: Enter the proposed job title for this position

Type:

- From the first drop down menu chose whether the proposed position is Administrative or Clerical
- From the second drop down menu chose code 51100 for Administrator or 51106 for Clerical
- Mark the appropriate box for Full Time or Part Time

Source of Funding (include any additional funding needed): Enter information on how this position will be funded and indicate whether any new funds are needed for this position. If this position is to be split funded please identify all sources of funding.

Chartfield to be charged (if other than Department): If your department/unit will not be funding 100% of this position, enter the chartfield combination of the other account(s) to be charged.

Is this a new headcount request? Choose the appropriate box (yes or no) and please explain your choice in the space provided.

Band/Grade: Select the appropriate response from the drop down menu. Contact Admin and Finance HR for any questions you might have regarding this.

Proposed Annual Salary: Enter the proposed annual salary for this position.

Section II

Please respond to each of the next four questions in the space provided on the form.

1. **Why is this position necessary now? What will happen in your unit if this position is not filled?**
 2. **How does this position align with and support the Steinhardt mission and strategic goals?**
 3. **How are the needs of the proposed position currently being handled now? Besides creating this new position, what other ways could these needs be met?**
 4. **Will reporting relationships change because of this position? Will this involve an organizational change? If yes, please explain.**
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Section III

Position Summary: In the space provided, please enter a brief summary of the job description for this position.

Principal Accountabilities:

In the chart provided please describe, in descending order of importance, the major responsibilities for this position. Please provide examples as necessary and use specific action verbs (e.g., manage, develop, analyze). Indicate the percentage of time spent on each major responsibility.

Position Qualifications

Please indicate the required qualifications for this position. Please note that for administrative band 52 employees, a bachelor's degree is the maximum that may be required. You may indicate a preference for a master's degree in the next section with other preferred qualifications.

For proposed administrative (code 100) positions, please complete the following additional information in the space provided on the form:

Institutional Impact/Context – What quantifiable institutional factors (e.g. number of faculty and/or employees supported, students counseled, events planned, size of budget managed) frame this position?

Authority & Responsibility – Does this position require the ability to execute or develop policy? Please provide examples. What are this position's work deliverables? How do they impact your department, the overall school, and the entire University?

Critical Thinking & Decision Making – Please provide an example or two of the most important decisions made by someone in this position.

Internal/External Contacts – With who would this position regularly interface? What would be the purpose of the contact (e.g., provide counseling to students, negotiate contracts with vendors)?

How many employees will this person supervise? What level are the employees (administrative, clerical, etc.)?