



Position Authorization Form

Hiring Manager: _____ Department Name: _____

Proposed Title: _____ Anticipated Start Date: _____

Proposed Career Level: _____

Proposed Salary: _____

If Replacement, Employee Replacing: _____

Full-Time:

Part-Time:

Limited Part-Time:

Temp

Number of Hours/Week (if not F/T): _____

In the space below, please provide the justification for the need for this role. Please be sure to explain the impact of this resource not being approved. If additional space is needed, please feel free to attach a separate document.

Budget Approvals		Approvals to Begin Recruiting	
<i>Manager</i>	<i>Date</i>	<i>Manager</i>	<i>Date</i>
<i>Vice President</i>	<i>Date</i>	<i>Vice President</i>	<i>Date</i>
<i>Human Resources VP Approval</i>	<i>Date</i>	<i>Human Resources VP Approval</i>	<i>Date</i>

Position Description Questionnaire

Name of person completing the questionnaire: _____

Today's Date: ____ / ____ / ____

Section 1 – Information about the role

Proposed Title: _____

Please describe in 2-3 sentences the main purpose of this role:

What are the main 3-5 responsibilities, key products, services or outcomes delivered by this role?

1. _____

2. _____

3. _____

4. _____

5. _____

Please list the skills (communication, closing sales, graphic design) required to perform this role successfully:

Please indicate the knowledge (accounting practices, product features, marketing concepts) required to perform this role successfully:

Please indicate the attributes (detail oriented, innovative, direct, diplomatic) required to perform this role successfully:

What else would you like us to know about this role?

Position Leveling Questionnaire

Please select the Career Level that best describes this position.

Individual Contributor I

- 1 – 3 years of general experience.
- Receives close supervision.
- Specialized knowledge not required.
- Follows specific instructions. Solves routine problems existing procedures. Provides routine administrative, clerical, manual or building maintenance support or service.

Individual Contributor II

- 1 – 3 years related experience.
- Receives general supervision.
- Knowledge of a body of standardized rules, procedures or operations.
- Performs structures work assignments that are varied and intellectual in nature. Solves a wide range of straightforward problems using general precedents and practices.

Individual Contributor III

- Up to 5 years of related experience.
- Works independently.
- Knowledge of an extensive body of rules, procedures and basic professional concepts.
- Achieves pre-defined results with guidance on complex work or situations. Recommends solutions.

Individual Contributor IV

- 5 – 7 years of related experience.
- Works independently.
- Knowledge of a body of professional concepts and methods.
- Carries out moderately complex assignments and projects. Sets own goals and milestones. Exercises initiative and judgement. Recommends solutions and improvements.

Individual Contributor V

- 7 or more years of job-specific experience.
- Operates independently.
- Expert knowledge of professional concepts and methods.
- Works on varied, complex or large scale assignments. Leads projects or initiatives which may have broad impact on the organization. Uses creative and novel approaches. Requires long-term view, cross-departmental relationships. Work is aligned with and reviewed against organizational objectives.

Individual Contributor VI

- 10 or more years of job-specific experience.
- Acts independently.
- Recognized as expert in functional/technical area.
- Leads areas of broad and strategic impact to organization. Leads multidisciplinary projects or initiatives. Drives innovation and influences functional strategy.

Please indicate the minimum education level required to perform this position.

Other (please specify): _____

Please indicate the minimum amount of related experience required to perform this position.

Please select the choice that best describes this role's Financial Expenditure authority.

No financial expenditure authority.

May request approval of expenditures.

Have influence over expenditure decisions but not authorized to commit funds.

Have authorization to purchase goods, pay invoices, or use a purchase order (up to a certain dollar amount) funded from the department or work unit budget.

Responsible for the expenditure and management of funds for a department, work unit, specific project or program.

Develop budget(s), gain budgetary approval and commit to expenditure of funds within the approved budget for a function, department or departments.

Please select the choice that best describes this role's Revenue responsibility.

No direct revenue responsibility

Conducts revenue related transactions

Responsible for the process of timely and safe collection of revenue

Responsible for the direct generation of revenue or achievement of revenue targets through selling, marketing, product management, distribution or the like.

Please select the choice that best describes the minimum level of career knowledge required to perform this role.

Knowledge of routine and repetitive tasks; follows step-by-step instructions; specialized knowledge not required.

Knowledge of a body of standardized rules, procedures, operations; applies knowledge in routine situations; performs standard assignments.

Knowledge of an extensive body of rules, procedures and basic professional concepts; performs a wide variety of interrelated and non-standard assignments.

Knowledge of a body of professional concepts and methods; applies knowledge to carry out complex work assignments and projects.

Expert knowledge of professional concepts within own function; applies knowledge to carry out complex work assignments and large scale projects; interprets internal and external business issues and recommends solutions.

Mastery of a wide body of professional concepts and methods within and beyond own function; anticipates internal or external business needs or issues and recommends processes, products or services.

Thought leader in the organization within the strategic function or discipline; addresses and influences strategic-level internal or external business needs or issues; leads multidisciplinary projects or initiatives.

Please select the choice that best describes the minimum level of problem solving skill required to perform this role.

Uses existing procedures to solve routine problems; receives guidance in solving non-routine problems.

Solves a wide range of straightforward problems using general precedents and practices.

Solves varied, non-recurring and somewhat complex problems that require analysis or interpretation of the situation; takes new perspective on existing solutions.

Solves unique and moderately complex problems using a comprehensive perspective to identify solutions.

Solves uniquely and highly complex problems that have a broad impact on the organization; requires novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Proactively identifies, defines and solves the most complex problems that impact the strategy or management of the business; problems may be broad and abstract and require innovative solutions.

Please select the choice that best describes the minimum level of independence required to perform this role.

Follows specific instruction. Work is subject to close supervision and review.

Follows general instructions, precedents or procedures. May set priorities and organize own work to meet predetermined schedules. Work is subject to supervision and review.

Works independently to achieve pre-defined results. Sets own goals and uses original thinking to plan and complete work and accomplish results. Manager provides guidance and overall direction.

Operates independently. Assignments are received in task and objective oriented terms. Sets goals and priorities for own work and, when applicable, for a project team. Uses originality and initiative to plan and achieve results. Independently achieves milestone and objectives. Work is reviewed for soundness of judgement and overall quality and efficiency.

Operates independently in a complex environment. Long-term projects are assigned and assignments are received in goal format. Develops priorities in accordance with organizational goals. Achieves results independently, or with a project team, and may collaborate with and utilize resources and expertise within and outside the department. Work is reviewed upon completion for adequacy in meeting objectives.

Acts independently without appreciable direction. Determines objectives for own work in line with organizational goals. Accomplishes results independently and by coordinating resources and expertise within and outside the department. Completed work is reviewed, from a long-term perspective, for desired results.

Please select the choice that best describes the level of impact this role has.

Work product or service is required to facilitate the work of others; impact is mostly within own department or for providing timely service to others.

Work product or service affects the accuracy, reliability or acceptability of further processes or services offered by other departments.

Work product or service affects a wide range of the organization's activities or departments.

Work product is essential to the mission of the organization or affects large numbers of people on a long-term or continuing basis.

Please select the choice that best describes the impact of decisions within this role.

Decisions generally affect own job or specific function area.

Decisions may affect a work unit or area within a department. May contribute to decisions that affect department policies and procedures.

Decisions may have implications on subordinate organizational units. Decisions are guided by policies, procedures and department strategy.

Decisions have major implications on the management and operations of an area within a department or functional area. Decisions are guided by functional resources availability and functional objectives. May establish operating policies and procedures that affect subordinate work units. Interprets, executes and recommends modifications to department or division policies. May contribute to important operations and business decisions that affect one or more departments, including functional strategy.