

POSITION CLASSIFICATION PROPOSAL FORM

POSITION TITLE:

POSITION NUMBER:

DEPARTMENT/UNIT:

FACULTY/DIVISION:

CURRENT CLASSIFICATION:

PROPOSED CLASSIFICATION:

FRACTION:

Prepared By:

Date:

Contact Number:

*If this documentation is a re-submission of a recently submitted classification proposal, please indicate the date of the original submission: _____

The current position description (if relevant or available) is attached:	YES/NO
A new/proposed position description is attached:	YES/NO
A current organisation chart clearly showing the relevant role, reporting relationships and staffing responsibilities is attached:	YES/NO

PROPOSAL SUBMITTED BY:**SUPERVISOR:** _____**TITLE:** _____**SIGNATURE:** _____ **DATE** _____**DEPARTMENT/UNIT HEAD:** _____**TITLE:** _____**SIGNATURE:** _____ **DATE** _____**INCUMBENT:** _____**SIGNATURE:** _____ **DATE** _____

REASONS FOR SUBMISSION:

Briefly explain the reasons for the submission of the Classification Proposal for this position (eg new position covering new work requirements; or new structure affecting work requirements; or additional responsibilities; etc). You will need to provide substantiating arguments for the changes proposed and the expected outcome of this submission.

PROPOSED POSITION:

For new/vacant positions please provide information on each of the following descriptors.

For existing positions describe how this position has changed, under the heading of each of the following relevant descriptors, since the effective date of the last (ie current) position description.

1. Training/Qualifications:

- ***Mandatory Qualifications:***

- ***Desirable Qualifications:***

- ***Specialist Knowledge & Expertise Requirements:***

2. Organisational Knowledge:

3. Judgement, Independence & Problem Solving: *Please address each key function in this dimension i.e. Judgement, Independence and Problem Solving.*

4. Task Level:

5. Level of Supervision:

6. Typical Activities:

7. Occupational Equivalent:

NEW EFFECTIVE DATE

State the date the new position description is to be effective. _____

If the new effective date is prior to the submission date of this Classification Proposal, please provide a brief explanation (eg responsibilities of position can be demonstrated to have changed from the earlier date; delay in making submission due to specific factors, etc)