

Instructions: The following documents must be included with each request and submitted via an electronic position request form (ePRF). Failure to submit a complete package will result in the request being returned for completion.

Position Description

Department organizational chart

Resume' of current incumbent for reclassification requests, if applicable

Financial Crosswalk (re-orgs only)

Request Date:		
Position Details		
Reason for Request:	Is this due to a Re-org:	
Have the duties changed?	Is this Position currently Occupied:	
Department:	Hiring Manager	
Job Code :	Position Number:	Position FTE:
Change Details		
Current Position Title	Pay Type:	Current Pay Grade Pay Range (Min-Max)
Proposed Position Title	Pay Type:	Proposed Pay Grade: Pay Range (Min-Max)
Funding Information		
Is this a grant funded position?	If Yes, please attach grant information	
What are the current and long range budgetary impacts?		
What is the funding sources including grant funds?		
Position Justification		
Services Impacted by Vacancy		
Targeted recruitment activities to underrepresented populations		