

# Instructions for Creating and Classifying a New Position

Choose one of the three options listed below to begin the new position classification process. Submit the information to your department's Service Team. If you are unsure which Option would be most appropriate, contact your Service Team at <http://www.hr.utah.edu/contact/search/> before submitting your paperwork.

## **Option #1—Submit the following when you know which position you want to create and a University job description exists on our website:**

1. A memo stating what conditions or events have occurred that requires a new position to be created.
2. A marked up copy of a University of Utah job description that shows how the job description matches or differs from the position you want to create in your department. Please include the percent of time each duty is performed. Copies of University of Utah job descriptions can be obtained at <http://www.hr.utah.edu/comp/jobcode>.
3. An organizational chart for your department showing the reporting relationship of this position. A sample organization chart is located at <http://www.hr.utah.edu/forms/lib/org.jpg>. The department organization chart should include the name of each incumbent, the job titles and the grades of each position in the department or work unit.

## **Option #2—Submit the following when you know which position you want to create but a University job description does not exist on our website:**

1. A memo that answers the following four questions.
  - What are the conditions or events that have occurred that requires a new position to be created?
  - What are the major work tasks and duties (at least 85%) of the position? Please include the percent of time each duty is performed.
  - What are the minimum requirements of the position? For example, education, experience, certifications, as well as any preferred qualifications.
  - How does this position compare to other positions in the department with the same title?
2. An organizational chart for your department showing the reporting relationship of this position. A sample organization chart is located at <http://www.hr.utah.edu/forms/lib/org.jpg>. The department organization chart should include the name of each incumbent, the job titles and the grades of each position in the department or work unit.

## **Option #3—Submit the following when you are uncertain how the position should be classified:**

1. A memo stating what conditions or events have occurred that requires a new position to be created.
2. A completed Job Analysis Questionnaire (<http://www.hr.utah.edu/comp/forms>) identifying the duties this new position performs. Include the average percent of time it will take an employee to perform each duty.
3. A Department Organization Chart (<http://www.hr.utah.edu/forms/lib/org.jpg>) that illustrates how the new position fits into the department or work unit. The department organization chart should include the name of each incumbent, the job titles and the grades of each position in the department or work unit.