CHASS HR Services
SHRA Position Description Update/Reclassification Request

Contact your HR Consultant for the current position description, to be utilized in completing this form. Complete this form and upload it to the Personnel Request along with all required documentation.

Position Information	
Position Number	Enter text (required field)
Department OUC	Enter text (required field)
Department Name	Select department (required field)
Current Classification (as determined by career band https://class-comp.hr.ncsu.edu/classification/shra/career-banded-job-titles/	Enter text (required field)
Current Band Level	Choose an item (required field)
Proposed Classification (If creating a new position or requesting a reclassification)	Enter text (required field)
Proposed Band Level (If creating a new position or requesting a reclassification)	Choose an item (required field)
Working Title The above classification serves as the official title. Departments may give a position a working title to further identify an area of service, but it must have the above classification title included. This does not serves as the actual position title. The working title will require College approval. Example: Administrative Support Specialist for Graduate Services	Enter text (optional field)
FTE	Enter text (required field)
Proposed Effective Date (For positions requiring significant changes and updates, please know this may require additional months for further review and approval. Once approvals are received, CHASS HR will recommend an updated proposed effective date at that time.)	Enter a date (required field)
Basis for Request Please include all relevant information to explain in detail what is being requested.	Enter text (required field)

Reporting Information	
Supervisor Position #	Enter text (required field)
Supervisor Title	Enter text (required field)
Supervisor Name	Enter text (required field)

Funding Source	
Is this position partially or fully funded on ARRA stimulus monies?	Choose an item (required field)

State Appropriated Funding / Non-State Appropriated Funding	Choose an item (required field)

Salary Budget Amount (If going above the current budgeted salary, first confirm availability of funds with the Assistant Dean for Financial Administration.) SHRA Salary Reference Rates: https://ts.hr.ncsu.edu/wp-content/uploads/sites/14/2016/06/cbRates_alpha.pdf	Enter text (required field)
Project ID	Enter text (required field)
Percentage	Enter text (required field)
Project Name	Enter text (required field)
Project ID	Enter text (optional field)
Percentage	Enter text (optional field)
Project Name	Enter text (optional field)

Position Information
Primary Function of Organizational Unit
Enter text (required field)
General Scope of Duties
Enter text (required field)
Key Responsibilities and Related Competencies   https://class-comp.hr.ncsu.edu/classification/shra/career-banded-job-titles/   Select the appropriate job title for finding the related competencies. Competencies outlined below should match competencies related to the job title and the percentage of time should equal 100%.

Competency	Enter text (required field)
Describe the specific tasks and responsibilities performed for the above competency	Enter text (required field)
Percentage of Time	Enter text (required field)
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Percentage of Time	Enter text (required field)

Other Work / Responsibilities	Enter text (required field)
Job City & State Raleigh, NC (Employees must be physically in residence unless an exception is approved in advance by the Dean. Please refer to offsite work request process)	Enter text (required field)
Number of permanent employees this position supervises	Enter text (required field)
Adverse Weather	Choose an item (required field)
Emergency Event Conditions	Choose an item (required field)
Preferred Minimum Education/Experience (Required minimums are set by the State of North Carolina. Preferred is set by the Department and what their preferred education / experience for the job should be)	Enter text (required field)
Knowledge, Skills, and Abilities Necessary to Perform Job Duties (Example: Proficient in Microsoft Suite, ability to clearly communicate and express ideas, and 3+ years in an academic support capacity)	Enter text (required field)
Required License or Certification	Enter text (required field)

ADA Compliance Form

Essential job functions are those duties and responsibilities that an individual must perform with or without the assistance of reasonable accommodations. This checklist is to document the physical and mental effort required in performing essential duties of the position.

Physical Activities
Select all that apply (required)

Climbing	☐
Balancing	☐
Stooping	☐
Kneeling	☐
Crouching	☐
Crawling	☐
Reaching	☐
Standing	☐
Walking	☐
Pushing	☐
Lifting	☐
Fingering	☐

Grasping	☐
Feeling	☐
Talking	☐
Hearing	☒
Repetitive Motion	☐
None	☐

Working Conditions Select all that apply (required)	
Subject to inside environmental conditions	☐
Subject to outside environmental conditions	☐
Subject to both environmental conditions	☐
Subject to extreme cold	☐
Subject to extreme heat	☐
Subject to noise	☐
Subject to vibration	☐
Subject to hazards	☐

Subject to atmospheric conditions	☐
Subject to oils	☐
Required to wear respirator	☐
Frequently works in close quarters	☐
Required to function in narrow aisles or passageways	☐
Exposed to infectious diseases	☐
Required to function around prisoners or mental patients	☐
None	☐

Physical and Visual Acuity Requirements	
Physical Requirements	Select answer (required field)
Visual Acuity Requirements	Select answer (required field)

Documents Required Prior to Posting	**Is this Attached?**
Organizational Chart If the position changes necessitate an updated org charge, please complete and attach to the CPAWS request. Please follow guidelines for chart. Additional Org Chart requirements: • Header to include: College / Division / Unit name • Date last update • Position's supervisor, peers, and any direct reports • Each position provided on the org chart should include: Name, EHRA or SHRA, and position number (in accordance with guidelines provided above) • Subject position should be highlighted	Select answer (required field)

Signature below certifies review and approval for updating a position description and ADA compliance. Changes require resubmission through all approval levels.			
Head/Supervisor's Signature *(required)*		**Date**	