**CHASS HR Services**

**EPS Non-Faculty- At Will Position Description Update Request**

(Complete this form and upload it to the Personnel Request along with all required documentation.)

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| **Position Information** | |
| **Department** | Select department (required field) | |
| **Position Title** | Enter title (required field) | |
| **Proposed Effective Date** | Enter a date (required field) | |
| **Position Number** | Enter position number (required field) | |
| **EPS Category** | Choose an item (required field) | |
| **Full Time Equivalent (FTE)** | Enter text (required field) | |
| **Appointment Length** | Choose an item (required field) | |
| **Proposed Salary**  Please indicate only if requesting salary increase | Enter text (optional field) | |
| **Basis for Request**  Please include all relevant information to explain in detail what is being requested. Include a rationale, metrics, and business case for any salary increase requests, along with comparable peer salaries. If there are similar positions in the department, please explain why a salary increase is requested for this employee vs. others. | Enter text (required field) | |

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| **Reporting Information** | |
| **Supervisor Name** | Enter name (required field) | |
| **Supervisor Title** | Enter title (required field) | |
| **Supervisor Email** | Enter email address (required field) | |
| **Supervisor Position #** | Enter position # (required field) | |
| **Supervisor Phone #** | Enter phone # (required field) | |

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| **Funding Source** | |
| **Is this position partially or fully funded on AARA stimulus monies?** | Choose an item (required field) | |
| **Funding Source** | Select an item (required field) | |
| **Project # and Percentage** | Enter funding source and percentage (required field) | |
| **Project # and Percentage** | Enter funding source and percentage (optional field) | |
| **Project # and Percentage** | Enter funding source and percentage (optional field) | |
| **Project Name(s)**  Only required if paying from a ‘5’ account | Enter project name (optional field) | |

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| **Position Information** | |
| **Primary Function of Organizational Unit**  Example: As one of the eleven academic departments in the College of Humanities and Social Sciences, the School of Social Work offers an undergraduate major, minor, and graduate program of study. North Carolina State University, College of Humanities & Social Sciences, School of Social Work (http://socialwork.chass.ncsu.edu/) offers undergraduate and graduate level education to a diverse student body of approximately 350 students. We are located in the Research Triangle Area, in Raleigh, North Carolina. The MSW advance-generalist Social Work curriculum prepares graduates for entry-level social work practice, leadership, the delivery and evaluation of health and human services, as well as future graduate study. | Describe unit (required field) | |
| **Description of Work Responsibilities\***  Include percent of effort to equal 100%. | Describe job (required field) | |
| **Job City & State** Raleigh, NC (must be physically in residence, including for DE courses, unless an exception is approved in advance by the Dean. Please refer to offsite work request process) | Enter city and state (required field) | |
| **Minimum Education/Experience**  Example: Require post-baccalaureate credentials or a bachelor’s degree plus alternative or equivalent professional training and experience may be substituted for the advanced degree on an exceptional basis. | Enter education/experience (required field) | |
| **Departmental Required Skills**  Example: The ability to carry out an original research agenda in xxx. Strong commitment to excellence in teaching is expected. Excellent communication skills. | Enter required qualifications (required field) | |
| **Preferred Qualifications** | Enter preferred skills (required field) | |
| **Required License or Certification**  Enter requirement or indicate N/A if there are no requirements. | Enter license or certifications (required field) | |
| **Number of Permanent Employees this Position Supervises** Supervisory positions conduct interviews, make final hiring decisions, provide salary recommendations, monitor and assign work, counsel and discipline employees under direct supervision, develop work plans and conduct performance appraisals for PERMANENT employees. If this position performs ALL of the ABOVE supervisory responsibilities, please indicate the following: | Enter the number here (optional field) | |
| **Percent of Time Spent** | Enter the percentage of time spent supervising (optional field) | |
| **Adverse Weather** | Choose an item (required field) | |
| **Emergency Event Conditions** | Choose an item (required field) | |

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| **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 Personnel Request request. Please follow [guidelines](https://class-comp.hr.ncsu.edu/org-charts/) 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, EPS or SHRA, and position number (in accordance with guidelines provided above) * Subject position should be highlighted | Select answer (required field) |

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| **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** |  |

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| **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** |  |

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

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| Signature below certifies review and approval for updating the position description and ADA compliance. Changes require resubmission through all approval levels. | | | |
| **Head/Supervisor’s Signature** |  | **Date** |  |