

Job Audit Request

SECTION 1: TYPE OF AUDIT [Select One]

<input type="checkbox"/> New Position [Vacant, Not Budgeted] Skip Sections 2 and 3 Proposed Title: _____ Proposed Annual Rate [\$]: _____ Div/Dept: _____	<input type="checkbox"/> Reclassification of Existing Position [Vacant] Skip Section 2 Budgeted Annual Rate [\$]: _____	<input type="checkbox"/> Reclassification of Existing Position [with Incumbent]
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------

SECTION 2: PERSONAL INFORMATION

Last Name: _____ First Name: _____ Middle Name: _____
 Employee ID: _____ Date Appointed to Current Position: _____
 Citizenship: U.S. Citizen U.S. Permanent Resident Foreign National [changes to Job Title may require authorization]

SECTION 3: POSITION INFORMATION

Division: _____ Department: _____ Department Ph.: _____
 Job Class Code: _____ Job Title: _____ Position Number: _____
 FTE % [0.5,0.75,1.0]: _____ FLSA Status: Exempt Non-Exempt Current Annual Rate [\$]: _____

SECTION 4: DUTIES AND RESPONSIBILITIES

1. Task Listing and Time Spent

Please provide a description of the tasks performed in the order of importance with the most important being first. To the left of each task, place the approximate percentage of time spent on that task. Use increments of "5" and focus on the top fifteen (15) tasks. It may be helpful to group several tasks with a composite percentage. The total percentage of time should not exceed 100%. Identify if a task is newly appointed (NEW) or was being completed previously in the appropriate column (OLD).

	% of Time	New or Old Task	Description of Essential Tasks
	15	New	<i>Sample: Plans and coordinates special events for department functions</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

SECTION 5: INCUMBENT SKILLS, KNOWLEDGE, AND ABILITIES

1. Equipment Used

List all of the office machines, special equipment and tools including specialized computer programs required to complete the essential duties.

2. Level of Skills and Abilities

List the three [3] most complex tasks this position is required to do, how they are performed, and the length of time it took to learn how to perform the tasks independently.

SECTION 6: IMPACT ON THE UNIVERSITY COMMUNITY

1. Describe the impact of the position on policy formulation or administration, student or community relations, research results, or operational or departmental activities and list any confidential data this position has access to.

2. Give examples [no more than 3] of the kinds of problems that must be recognized and solved. Be sure to include examples of routine problems as well as examples of unusual and complicated ones.

3. Summarize the purpose of the position in two or three sentences and describe any other aspects of the position that have not been included.

4. Please provide a description of your present educational background and experience in number of years in relation to the tasks being performed.

INCUMBENT AUTHORIZATION

Email Address: _____

Phone: _____

Additional Comments:

Incumbent Name (Print Name)

Signature

Date

All sections up to this point should be completed by the incumbent. Only if the position is vacant, may the supervisor complete these sections.

SECTION 7: ORGANIZATIONAL INFORMATION

1. Changes in Job Content

If applicable, describe how the job has changed. List any new responsibilities and explain how the job has grown more complex or the scope of the job duties has changed.

2. Preferred Job Title

Please identify the existing job title you believe better describes the job and provide a brief explanation.

3. Type of Instruction Received

Indicate the way in which the duties and responsibilities are generally carried out on a daily basis in this position, by indicating the percentage [%] of time spent:

% of Time	Type of Instructions
	Receive almost daily oral or written instructions from supervisor in order to perform work.
	Perform regular assignments within standard practice. Assist with occasional special assignments.
	Responsible for determining work assignments based on an understanding of the limits of established practice within the position.
	Initiate broad programs under very general direction. Take responsibility for initiating adjustments to new areas.
	Other (Explain)

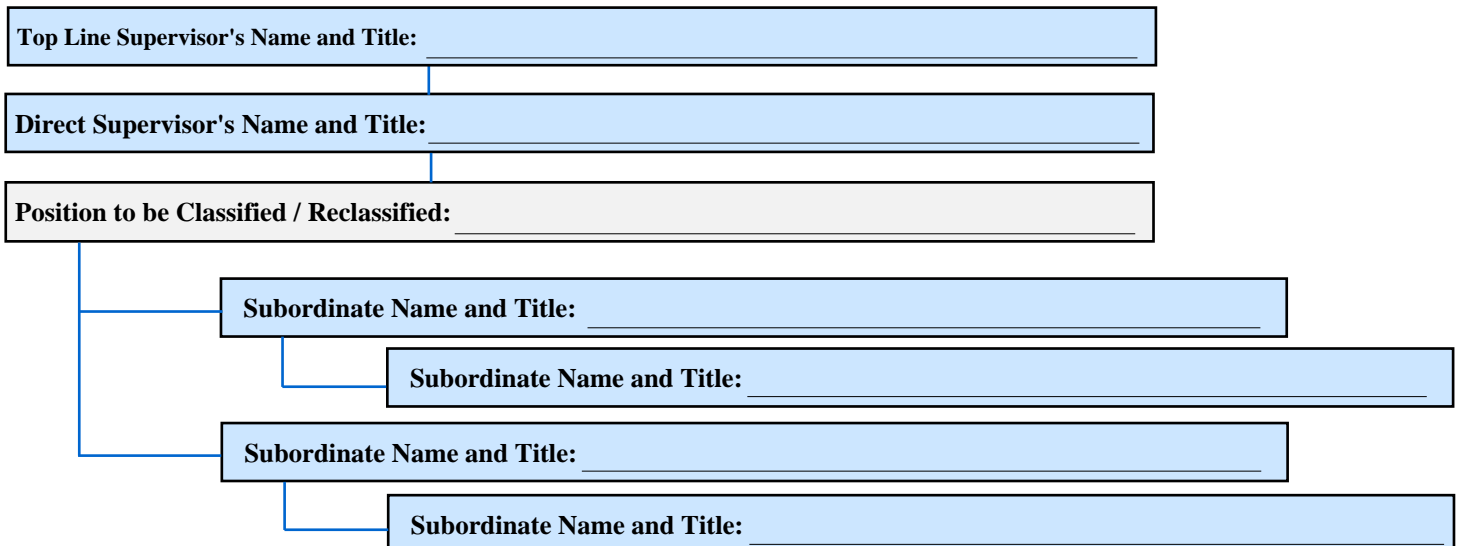
4. Management and Handling of University Funds

Select the one [1] role that best describes your position in relation to the handling of University funds.

	Type of Management of Funds
	Position does not handle any funds for the department or University.
	Position assists in the management of the departmental funds through reconciling, purchasing, and tracking expenses for the Project Manager.
	Position assists in the planning and budgeting process for departmental funds, but is not the designated Project Manager.
	Position is the designated Project Manager for the department's budget.
	Other (Explain)

5. Organizational Hierarchy

Please complete the organizational chart below for this position. Do not include temporary employees [such as direct wage or workstudy].



SECTION 8: MANAGEMENT REVIEW

1. Do you agree with the information and requested new classification, as stated, in the section above?
If no, please identify the sections you disagree with and provide a brief statement as to why.

2. Does the incumbent meet the minimum education and experience requirements of the proposed job title, as established by the UTRGV Pay Plan?

3. Please provide additional information that has not been previously included and may be important.

Email Address: _____ Phone: _____
Job Title: _____

Supervisor Name (Print Name) Signature Date

SECTION 9: AUTHORIZATION TO CONDUCT JOB AUDIT

Annual Salary requested for the incumbent: _____ Additional funds needed to cover requested salary increase: _____

Maximum Annual Salary Department can cover: _____ [Requests above the minimum salary will be reviewed by Compensation]
[with existing funds]

Department Head / Project Manager (Print Name) Signature Date

Remarks:

Other Required Signature (Print Name) Signature Date

Routing : Upon completion of this section, please forward to Human Resources. Please allow up to three [3] weeks for the HR Review to be completed.

SECTION 10: HUMAN RESOURCES DETERMINATION

- Job Duties determined to fall under current Job Title assigned
- Job Duties determined to fall under different Job Title

Position should be reclassified / classified as

Job Class Code : _____ Job Title : _____

Minimum Salary Range: _____ Midpoint Salary Range: _____ Maximum Salary Range: _____

New Annual Salary: _____ FLSA Status: Exempt Non-Exempt

- Based on the Job Titles established at UTRGV, it was determined that no exact match exists and a Job Description Questionnaire needs to be submitted to establish a new Job Title

Other:

Reviewed By (Print Name) Signature Date HR Determination

SECTION 11: DIVISION HEAD AUTHORIZATION

- Approved, Proceed with Changes to Assignment or Requisition
- Denied

Divisional Head (Print Name) Signature Date Employee Annual Rate Approved

Remarks:

Instructions for Routing Job Audit Request Form

DIVISIONAL HEAD ACTION STEPS

Please complete JAR Section 11 by indicating if you approve / deny the recommended action, then indicate the employee annual salary and sign the required section.

Please make sure to route the completed JAR to the Hiring Department for further handling.

HIRING DEPARTMENT ACTION STEPS

If Divisional Head denies the action:

No further information is needed on the form. Please route it to Human Resources to be filed.

If Divisional Head approves the action:

Filled position : In order to change the assignment of a current employee, please make sure to follow the next steps :

- 1 Please initiate the change to the assignment using the ePAF process.
For any questions please contact Human Resources at 956-665-2451 [Edinburg] or 956-882-6558 [Brownsville].
- 2 The original form needs to be forwarded to Human Resources as part of the employee file.

Vacant position:

- 1 A scanned copy of the JAR will need to be attached to the "Requisition for Personnel" as part of the supporting documentation.
- 2 The original form needs to be forwarded to Human Resources as part of the recruitment paperwork.

OFFICE OF HUMAN RESOURCES USE ONLY

- Recruitment for requisition process
- Records to be included in personnel file

Comments: