

<b>SUBJECT:</b>  <b>Human Resources:</b>  <b>New Staff Positions in Grant Proposals</b>	<b>Effective Date:</b> July 1, 2011	<b>Policy Number:</b> 04-5-002
	<b>Supersedes:</b> Policy: Date:	<b>Page 1 of 2</b>
	<b>Responsible Authority:</b> Director, Human Resources/Staff Development	

**I. Purpose of the policy/Policy statement**

This policy is designed to provide a clear, consistent policy for initiating a request to create a new position when preparing a grant proposal.

**II. Applicability/Scope**

This policy applies to all College administrators with supervisory responsibilities or administrators who may have supervisory responsibilities as a result of grant approval.

### III. Process for Implementing Procedure

Responsibility	Action	Timeline
Principal Investigator or Cabinet Member	<p>Obtains and completes a New Position Request Form, along with Position Description Questionnaire from the Office of Human Resources.</p> <p>Submits forms to respective divisional cabinet member for review and initial approval.</p> <p>Division cabinet member forwards forms to Director of Human Resources for review.</p>	<p>When writing a grant proposal requesting a new position.</p> <p>Once step one has been completed.</p> <p>After reviewing and approving them.</p>
Director of Human Resources or his designee	<p>Reviews forms to assign appropriate classification (i.e. exempt executive, administrative, professional, or hourly), appropriate pay range, and appropriate position title.</p> <p>Returns form to PI or Cabinet Member as approved.</p>	Within 2 business days of receipt in Human Resources.
Administrator	Makes recommended changes to document (if requested) and forwards a copy to the Director of Human Resources, and the original document to the Executive Director of Sponsored Programs for processing.	Once forms have been returned to administrator.

### IV. Related policies/References for more information

Authorizing Official: <u>Jim Duggan</u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President Chief Financial Officer</u>	

# The LeMoyne-Owen College Position Description Questionnaire

Employee participation in the completion of this document is encouraged; however, the divisional cabinet member and administrator are accountable for establishing the assignment and ensuring the accuracy of this information.

## I. POSITION IDENTIFICATION

Agency Code: \_\_\_\_\_ Position Number: \_\_\_\_\_

Principal Department/College ( \_\_\_\_\_  
Equivalent \_\_\_\_\_

Division or Equivalent: \_\_\_\_\_

Work Unit \_\_\_\_\_

Current Title Class \_\_\_\_\_ Class Code \_\_\_\_\_

Working (optional) Tit \_\_\_\_\_

Requested Title Class \_\_\_\_\_ Class Code \_\_\_\_\_

\_\_\_\_\_ New Position \_\_\_\_\_ Vacant Position \_\_\_\_\_ Occupied Position

## II. GENERAL INFORMATION

A. Briefly describe the purpose of the work unit.

B. Indicate any staffing or organizational changes since the last evaluation.

C. Briefly summarize the purpose of this position.

Functional Attributes \_\_\_\_\_ Physical \_\_\_\_\_  
 Mental \_\_\_\_\_ Environmental \_\_\_\_\_ Hazards \_\_\_\_\_

**G. % Duty Statement**

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Essential Function? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Functional Attributes \_\_\_\_\_  
 Physical \_\_\_\_\_  
 Mental \_\_\_\_\_ Environmental \_\_\_\_\_ Hazards \_\_\_\_\_

**H. % Duty Statement**

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Essential Function? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Functional Attributes \_\_\_\_\_  
 Physical \_\_\_\_\_  
 Mental \_\_\_\_\_ Environmental \_\_\_\_\_ Hazards \_\_\_\_\_

**IV. DECISION MAKING**

The decision-making factor is evaluated based on the range and impact of **current, ongoing decisions that are regularly made**. Most important are those decisions that are about the control, or decision-making freedom, assigned to the position regarding how duties are performed or how work assignments are carried out.

Provide **specific** examples of decisions that illustrate the following.

- Are related to the duty statements described in the above section,
- Are regular and ongoing,
- Do not require supervisory approval, and
- Control how the duties are performed or how work is carried out.

*In contrast to decisions made by the position, provide examples of **recommendations** that the position currently makes to higher levels in the organization on a regular ongoing basis.*

**V. COMPLEXITY**

The complexity factor is evaluated based on the nature of judgment used relative to available guidelines, including written or verbal instructions, procedures, policies, regulations or references; precedents and practices; or principles, concepts, models, theories and techniques of a recognized profession.

Provide **specific** examples of available guidance **and** related judgment currently exercised that illustrate the following.

- Are related to the duty statements described in the job description section,
- Are regular and on-going, and
- Show alternatives and how they are selected.

Provide examples of **typical problems or challenges** encountered and resolved by the position.

## VI. PURPOSE OF CONTACT

The purpose of contact factor is evaluated based on the position's ongoing communications, verbal and written, with others. These communications may be for one or more of the following reasons.

- To exchange information or facts,
- To interview or investigate,
- To secure regulatory compliance,
- To advise or counsel on behaviors or actions,
- To clarify understanding or teach others,
- To restrain or arrest,
- To negotiate as an agency spokesperson,
- To officially defend an agency's position.
- To authorize medical treatment protocols, or
- To arbitrate differences, as the official agency representative.

Please provide **specific** examples that show the purpose of this position's contacts made on a **regular basis**. These examples **should not** include supervisory contacts. Remember, the **purpose** or nature of the communications is important, NOT who the position contacts.

## VII. LINE OR STAFF AUTHORITY

**Line Authority** is evaluated based on formal, direct control over the quantity and quality of the work product of other employees. All positions listed below should also be reflected in the attached organizational chart. Exclude temporaries and personal services contractors. The calculation of 1 Full Time Equivalent (FTE) = 2080 hours/year or 40 hours/week for 52 weeks.

What is the position's formal, direct supervisory responsibility, if any? (Check **ONE**.)

\_\_\_\_\_ **No formal supervisory authority.**

**Work leader over #** \_\_\_\_\_ **Position**  
**others.** FTE \_\_\_\_\_ **#s** \_\_\_\_\_

**Work Leader** is partially accountable for work product of others. Elements of direct control over other positions include assigning tasks, monitoring progress and work flow, checking the product for timeliness and correctness or soundness, establishing work standards, scheduling work, including signing leave requests and approving work hours, and providing input into supervisor's actions. The work leader level requires such responsibility over 2 FTE with 1 FTE in the same class series or at the same conceptual level.

**\*Supervise #** \_\_\_\_\_ **Position**  
**others.** FTE \_\_\_\_\_ **#s** \_\_\_\_\_

**Supervisor** is accountable, including signature authority, for actions and decisions impacting the pay, status, and tenure of others. Required elements of direct control over other positions include planning and evaluating performance (at least as the Rater), including issuing corrective actions, resolving informal grievances and initiating disciplinary actions. Supervisors start, perform, and/or complete the hiring process, interview applicants, and recommend hire, promotion or transfer. The supervisor level requires such responsibility over 3 FTE with 1 FTE in the same class series or at the same conceptual level.

\_\_\_\_\_ **\*Supervise multiple units as a 2<sup>nd</sup> level supervisor.** Total FTE in units \_\_\_\_\_  
 # FTE of subordinate \_\_\_\_\_  
 supervisors \_\_\_\_\_  
 Position #s \_\_\_\_\_

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\_\_\_\_\_ **\*Supervise multiple units as a 3<sup>rd</sup> level supervisor.** Total FTE in units \_\_\_\_\_  
 # FTE of subordinate 2<sup>nd</sup> level \_\_\_\_\_  
 supervisors \_\_\_\_\_  
 Position #s \_\_\_\_\_

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\* Position signs as rating official for performance plans and evaluations, and performs the first step of the grievance process for the position numbers indicated.

**Staff Authority** is evaluated for those positions that may have delegated authority from management on the direction of policies or programs. These relatively rare, unique positions have a level of influence such that management decisions, inside or beyond the agency, are **not** made without the position's essential advice and counsel. This authority **is not** a function of longevity or serving as a resource because of being the only position in the unit who performs this work.