

*** UGA is currently under a critical hire process. Please read the following guidelines and speak with the Dean before submitting a position evaluation proposal: <https://hr.uga.edu/critical-hire/>



Position Evaluation Proposal

This packet is to be used by the department to request an evaluation of an occupied/vacant position. This evaluation packet includes a job documentation tool, as well as a guideline for the information needed for UGA Human Resources to determine an appropriate USG Job Category B-CAT. All forms required for a position evaluation are included in this packet.

Include a copy of the following documentation:

- An official organizational chart representing affected employee's current reporting structure
- An updated organizational chart representing affected employee's proposed reporting structure
- Resume of the individual being evaluated
- A support letter from the Dean
- Request for Salary Action- if applicable

Part I: Justification of Need

This request is for a:		Occupied Position	Vacant Position
Is the proposed action part of a larger reorganization?		Yes	No
1. Incumbent Name & Current Classification			
2. Proposed Classification & Proposed Salary			
3. Name & Title of Supervisor:			
4. Name and Title of Proposed Supervisor:			
Telephone Number:		Room/Building Number:	

4. Please provide an explanatory memo detailing the justification for evaluation and the major changes in the positions. Include:

How long ago the changes occurred/ how long they have been performing their new duties.

If changes were removed, detail where they have been allocated.

If changes were added, detail the duties if new and who was tasked with the duties previously, etc.



Part II: Position Details

Proposed Position Summary:

Please provide a 5-10 sentence job summary for the proposed position.

Impact & Influence:

Who will this position interact with on a consistent basis (titles/names)? What degree of autonomy (level of independent activity) will the individual have within the role? To what extent do their decisions impact the organization as a whole?

Please explain in detail.



Part III: Duties/Responsibilities

Please approximate the percentage of time spent on each task (out of 100%) during a typical work week. List these tasks in order of importance, with the most critical task coming first.

*Do **not** list more than 5 entries – do not go below 5% time per assigned duty*

% Time	Task

List up to 5 major changes in the position's responsibilities, specifically how the proposed changes differentiate from the current assignment. Please include the names and titles of individuals previously performing the newly assigned duties. In addition, please include details of where previously performed duties are being reassigned (i.e. being transferred to another employee or falling off due to lack of necessity).



Part IV: Internal & External Comparison

Please list positions within your organization (UGA) that you believe to be similar.

Incumbent Name	Title	Department

Please list positions outside of the University that you believe to be similar, if applicable.

Job Title	Company Name	Notes/Comments/Contacts

Additional Comments: Required by the College of Pharmacy

Please include the following information in this section:

1. Knowledge, Skills, Abilities and/or Competencies
2. Education, Experience, Licensure, Certification Required
3. Preferred Qualifications (Optional)

Signature Approvals

Your signature below indicates that you have reviewed this reclassification request, ensured the information provided is complete and accurate, and support the action proposed within.

Department or Unit Representative: _____

Date: _____

Department/College Chief HR Rep: _____

Date: _____

AVP/Assoc. Dean/Dean/VP: _____

Date: _____