Updated: 11/01/2023



### Position Evaluation Form (PEF) - New Position Request



Only complete this packet when there is a need for a new position (the position is not posted in the Job Description Library).

The department manager/leader completes the packet. The requesting manager is required to gain approval by the division/department leaderships (inclusive of the budget/business operations manager) prior to the submission of the packet to the Human Resources Business Partner (HRBP) for review and consultation with the Compensation Department. All items required for this request are included in this

NEV	W POSITION REQUEST EVALUATION CHECKLIST: **REQUIRED**  Has the need for this new position been reviewed and approved by your division/department leadership and budget/business operations manager?   Yes   No  (Discuss how the new position affects current structure, budget, headcount and responsibilities) (If no, please discuss as requested prior to consulting with your HRBP)
	For Academic Units only: Has the need for this new position been reviewed and approved by the Provost and AAF-Academic Strategy & Finance? ☐ Yes ☐ No (This is required before submission to your HRBP, Discuss how the new position affects current structure, budget, headcount and responsibilities) (If no, please discuss and get approval prior to consulting with your HRBP)
	Consult with your Human Resources Business Partner (HRBP), prior to submission
	Complete the PEF and Job Description Template, include the Word version of the job description
	Conduct internal and external job comparisons to identify titles/positions of a similar nature and notate it in the packet
	For managerial positions and/or positions that impact the overall span and/or scope of a department; attach a copy of the current <u>and</u> proposed organization chart indicating the new position alignment in the structure, utilizing current titles
	If available, provide a copy or web link of an industry specific salary survey or resources to assist with market reviews
	Will this position have limited or temporary funding? $\square$ Yes $\square$ No If yes, please work with your <u>HRBP</u> to complete the Limited Funding Staff Request form and process
	Forward completed packet and required attachments to the <u>HRBP</u>
con	ce the HRBP validates the packet has all required information, it will be submitted as a request to appensation through the <a href="https://example.com/HR ServiceNow Module">HR ServiceNow Module</a> . As needed, provide a copy of the employee's st current application and/or resume.

Once entered into the HR ServiceNow system, please allow up to seven (7) business days for review, recommendation and/or completion communication through the system.

#### Disclaimer\*

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Other duties may be assigned at the discretion of the leader, director or manager.

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## Position Evaluation Form (PEF) – New Position Request

(Please complete all fields)

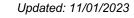
Completed By:	Propos	sed Title:		
Division/Department:	Budge	ted Amount:	Salary Expe	ctation:
Please select one:				
☐ Regular Full-time or Part-time (reg	ular schedule, for	r PT 20 hours or	more per week)	
□ <b>Part-time</b> (Non-benefited; 19 hours of	or less per week)			
☐ <b>Temporary</b> (works for specified time	frame of usually	less than six mo	onths)	
□ Occasional (works on occasion thro	oughout the calen	ndar year)		
organizational strategies that have bee may be relevant for the review.  Is there a possible impact on current		ŕ	nformation about the position	or employee(s) that
If yes, please provide the information be			led	
Official Name		Employee ID #	Current T	itle
Job Comparisons: Internal Comparison: (completed by the Based on what you know about other power of the power	ositions within the	e University, iden		
List Internal Job Title(s	)		Department	KSU Pay Grade
<b>External:</b> (completed by the requestor) Please indicate if there are any external match to this position?		er <mark>USG or highe</mark>	reducation institutions, or ind	lustries that may be

List External Job Title(s)	Where is the position found? (i.e., company, industry)	Notes/Comments/Contacts

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### **Job Description**

JOB TITLE: JOB CODE: See Below

CREATED: MM/YY MODIFIED:

#### **JOB PURPOSE:**

(Provide general information regarding the position that will be detailed in the Key Responsibilities)

#### **MINIMUM EDUCATION REQUIRED:**

(Provide specific information as to the education required)

Careers limits each responsibility to 1325 characters (including spaces & punctuation)

#### MINIMUM EXPERIENCE REQUIRED:

(Provide specific information as to the experience required)

Careers limits each responsibility to 1325 characters (including spaces & punctuation)

#### MINIMUM LICENSURE/CERTIFICATION REQUIRED BY LAW AND/OR INSTITUTION:

**ADDITIONAL QUALIFICATIONS:** (Preferred qualifications)

Careers limits each responsibility to 1325 characters (including spaces & punctuation)

#### **KEY RESPONSIBILITIES:**

Include percentage (%) of time for each Key Responsibility

Careers limits each responsibility to 1325 characters (including spaces & punctuation)

1.

2.

#### **KNOWLEDGE, SKILLS, ABILITIES:**

Include department specific knowledge, skills and abilities, the list provided is standard

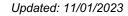
•

- Able to handle multiple tasks or projects at one time meeting assigned deadlines
- Excellent interpersonal, initiative, teamwork, problem solving, independent judgment, organization, communication (verbal and written), time management, project management and presentation skills
- Proficient with computer applications and programs associated with the position (i.e., Microsoft Office suite)
- Strong attention to detail and follow up skills
- Strong customer service skills and phone and e-mail etiquette

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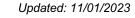
# **Position Requirements**

Job Title:			
oob Title.			
Physical Requirements: (check t		requirement)	
(MUST be completed/updated price		I = (2.4.222()	10 11 10 10 10 10 10 10 10 10 10 10 10 1
Physical Effort	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
Walking	Ц	Ц	
Sitting			
Standing			
Climbing			
Crouching			
Kneeling			
Bending			
Stooping			
Crawling			
Lifting (select the highest level re	quired)	•	
Up to 10 lbs.			
Up to 25 lbs.			
Up to 50 lbs.			
50+ lbs.			
Pushing/Pulling (select the highe	st level required)		1
Up to 10 lbs.			
Up to 25 lbs.			
Up to 50 lbs.			
50+ lbs.			
Carrying (select the highest level	required)	L	1
Up to 10 lbs.			
Up to 25 lbs.			
Up to 50 lbs.			
50+ lbs.			
Grasping			
Fine manipulation			
Repetitive motion			
(e.g., hands, fingers)			
Reaching, above shoulder height			
Reaching, shoulder height and below			
Feeling			
Smelling			
Talling			

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Mental Requirements: (check the box for the appropriate requirement)

(MUS	(MUST be completed/updated prior to submission)				
$\boxtimes$	Thinking analytically	$\boxtimes$	Ability to deal with stress and emotions	$\boxtimes$	Making decisions
	Ability to understand, remember, and communicate oral instructions		Concentrating, memorize, recall information	$\boxtimes$	Adjusting to changes
$\boxtimes$	Ability to understand, remember, and communicate written instructions		Ability to follow directions	$\boxtimes$	Handling of multiple assignments, conflicting demands or priorities
$\boxtimes$	Simple math calculations	$\boxtimes$	Working under time pressures	$\boxtimes$	Examining/observing details
	Complex math calculations	$\boxtimes$	Critical thinking	$\boxtimes$	Maintain attention to detail over an extended period of time
$\boxtimes$	Ability to understand English	$\boxtimes$	Ability to write in English	$\boxtimes$	Ability to speak English
(MUS	Working Conditions – Routine exposure to the following: (check the box for the appropriate requirement)  (MUST be completed/updated prior to submission)				
	Indoor work		Biological hazards		Dust
	Inside extreme heat		Chemical hazards		High heights
	Inside extreme cold		Electrical hazards	$\perp \Box$	Constricted spaces
	Outdoor work		Radiation		Loud noise
	Outside hot temperatures		Sharp objects		Vibration
	Outside cold temperatures		Heavy machinery		Dirt/mud
	Grease/oil		Fumes, gases, odors		Moving mechanical parts
	Wet/slippery surfaces		Night/dark		Other (list details below)
Posit (MUS	tion Context Requirements: (che 6T be completed/updated prior to s In-person attendance	eck the submis	e box for the appropriate requiremession)  Maintain stamina during workday	ent)	Driving – KSU Vehicles (requires a valid driver's license, MVR, and
	Off-site work		Staying organized		Drug Screen) Driving – Personal Vehicle for Business Purposes (requires a valid driver's license and MVR)
$\boxtimes$	Reporting to work on a regular and timely basis		Operates equipment (non-office equipment)	$\boxtimes$	Working alone
	Able to work varied schedule or overtime based on business needs	$\boxtimes$	Completing scheduled workday consistently	$\boxtimes$	Working with others
	May work non-traditional shifts (evenings, nights and/or weekends)		Teaching/Training others (not related to Staff Teaching)		Work is performed independently or with minimal supervision
	Supervising others (per job level)		Works with, assists or instructs minors		Access to universal keys (i.e., access to residence halls/rooms)
	Handles Cash, Credit/Debit Cards and/or PCard, etc. (credit check required)		Access to sensitive financial information and/or processes (credit check required)		Access to protected personal information (students, employees and/or donors, etc.)
	Carries a firearm		No Travel Required		Travel 1% - 24%
	Travel 25% - 49%		Travel 50% - 74%		Travel > 75%
Note	Notes: (please provide additional information not included above)				

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#### JOB DESCRIPTION ACKNOWLEDGMENT

I have read this position description and fully understand the requirements set forth therein. I hereby accept this position and agree to perform the identified essential functions in a safe manner and in accordance with the university's established policies and procedural guidelines. I understand that as a result of my employment, I may be exposed to hazards that are associated with the position; the division manager/leader should provide me instructions on how to prevent and control such exposures.

I understand that my employment is at-will. This means that an employee has the right to terminate employment at any time, with or without cause, and the organization has a similar right. This document does not create any implied or expressed contractual obligation on the part of the organization. No manager or representative of this organization other than the President or his/her designee has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

**Hire Date** 

Employee S	Signature	Signature Date		
HR Information Onl	y: (completed by Human Resources)			
JOB TITLE:		JOB STATUS: Regular JOB CODE: NA if no code		
PAY GRADE:	JOB FAMILY:	CAREER FRAMEWORK:		
FLSA STATUS:	□ EXEMPT □ NON-EXEMPT	POSITION OF TRUST*: ☐ YES ☐ NO		
PRE-EMPLOYMENT REQUIREMENTS:	r □ BACKGROUND CHECK □ DRUG SCREENING	$\square$ CREDIT CHECK** $\square$ EDUCATION VERIFICATION $\square$ MVR REPORT***		
Additional Job Stat	uses:			
JOB STATUS:	JOB CODE:	FLSA STATUS: ☐ EXEMPT ☐ NON-EXEMPT		
JOB STATUS:	JOB CODE:	FLSA STATUS: ☐ EXEMPT ☐ NON-EXEMPT		
*Check for positions that handle cash, credit/debit cards, PCards, universal access keys/badges, minors, and/or sensitive/protected information **Check for positions that handle cash, credit/debit cards and/or PCard  ***Not required for driving between campuses only Additional information for the Job Family & Career Framework can be found on the Compensation website: <a href="https://compensation.kennesaw.edu">https://compensation.kennesaw.edu</a>				

#### Disclaimer\*

**Employee Name** 

(print clearly

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