

New Jersey City University Position Maintenance Form

REQUESTED ACTION

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| <input type="checkbox"/> Reclassification of a currently <u>filled</u> position | <input type="checkbox"/> Establishment of a new position |
| <input type="checkbox"/> Reclassification of an existing <u>vacant</u> position | <input type="checkbox"/> Transfer position to another department |

Justification for Proposed Changes: *(Attach A Functional Job Description)*

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CURRENT POSITION INFORMATION

Payroll Title	Position Number	Salary	Range/Step
In-house Title	Number of hours Weekly	Employee Classification <input type="checkbox"/> Classified <input type="checkbox"/> Managerial <input type="checkbox"/> Faculty <input type="checkbox"/> Prof. Staff	
Department Name		Contact Name	Phone Number
Immediate Supervisor	Telephone extension	Grant Funded position (circle one) YES NO	

PROPOSED POSITION INFORMATION

Payroll Title	Position Number (will be assigned if this is a new position)	Salary	Range/Step
In-house Title	Number of hours Weekly	Department Name	
Employee Classification <input type="checkbox"/> Classified <input type="checkbox"/> Managerial <input type="checkbox"/> Faculty <input type="checkbox"/> Prof. Staff			

AUTHORIZATION

1. Dept. Head	2. Dean
3. Vice President	4. President (Managerial and Professional Staff reclassifications only)
5. Budget Officer	6. VP of Administration and Finance
7. Grants Officer (Grants Positions only)	8. Grants Accountant (Grants positions Only)
9. Human Resources	

