



**OHIO**  
UNIVERSITY

Human Resources

Grosvenor West 103  
1 Ohio University  
Athens, OH 45701

Date Submitted: \_\_\_\_\_

Position Number: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Business Title: \_\_\_\_\_

Planning Unit: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Funding Source: \_\_\_\_\_

Please provide a justification for reclassification. (Job Audit Only):

\_\_\_\_\_

What are the primary responsibilities of this position?:

\_\_\_\_\_

Was work previously performed by another employee? If so, please include name and staff type:

\_\_\_\_\_

Who will be the supervisor of record for this position?:

\_\_\_\_\_

Will this position be supervising other employees? If so, how many and what type of employees?:

\_\_\_\_\_

What is the general impact of this position on Ohio University operations?:

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What is the nature of problems regularly encountered by this position?:

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What is the general level of independence/autonomy/discretion afforded to this position?:

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What is the general impact of the decisions typically made by this position?:

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What fiscal responsibilities will this position have?:

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What is the minimum level of education and experience required to successfully perform this position?:

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Are there any positions you consider to be parallel to this position?:

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Is the intention for this position to remain in its current job family? (Job Audit Only):

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If not, please provide an explanation for the requested change and a justification for reclassification as opposed to posting. (Job Audit Only):

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Signature

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Date