Administrative & Staff Position Request Procedure

This process is designed to assist the College in making the best allocation of its resources, both human and financial. Emphasis will be placed on those requests that best support the College's mission, strategic plan, student support and enrollment needs and goals.

Review Process for "New Positions"

Requests for new positions are initiated by completing a Position Requisition Form (Appendix A). All requisitions must be signed by the hiring manager to whom the position will report and approved by the area Vice-President. The completed form is sent to Human Resources along with the following information:

a. A statement as to why the position is needed. Rationale should identify how the position relates to the institutional and unit mission. Is the position one that supports students, safety, enrollment, strategic plan, compliance, and/or program service enhancement? Provide justification for additional cost.
b. A proposed organizational chart.
c. An explanation of the impact if the new position is not filled.
d. Any comparative information, if applicable.
e. Proposed job description and PDQ.
f. Please attach most recent administrative assessment report.

Human Resources will assign a salary range for the position based on salary survey data from CUPAHR. The form will be moved onto the next step in the approval process (see flowchart appendix B)

Requests for new positions must be received in Human Resources prior to February 15 for the following fiscal year the position is needed. The position must be funded in the year it will be filled. Requests are reviewed with all other requests along with budgetary matters to determine availability of funds.

Review Process for *Replacements* of Open Positions

Requests for replacements for open positions will be considered any time during the year. Replacements for open positions will not be considered unless initiated by a completed Position Requisition Form (Appendix A) with appropriate approvals. Send the completed form, with any job description/PDQ updates, to Human Resources for salary range information and forwarding to next step. All requisitions must be approved by area Vice President. Send the completed form to Human Resources along with the following information:

a. A statement as to why the replacement is needed.
b. A current organizational chart.
c. An explanation of the impact if the position is not replaced or delayed.
d. An explanation of other alternatives if the position is not replaced as currently described.
e. Any historical and comparative information.
f. Updated job description and PDQ.

*Human Resources is available to provide consultation at any step in the process.

Juniata College
PENNSYLVANIA
• 1876 •

Position Requisition Form-Administrative & Staff

Complete this form for the replacement of a position or new position request.
Obtain all required approvals; forward the form and necessary attachments to Human Resources.

Position   Salary   Hourly

Department:_____

This job: is new   is replacement for: _____   increase from part-time to full-time

Job Title: _____Reports to: _____

Are there other expenses associated with this position (professional
development, furniture, computer, travel, phone, software)?   Yes   No   Office located

If yes, please describe and estimate cost (initial and annual):

___$_____

_____

_____

Status

        Full-time   Part-time   Other _____
        12-month   10-month   9-month

Budget number line (required)_____

Budgetary Impact: _____

_____

Attachments for New Position

a.   A statement as to why the position is needed. Rationale should identify how the position relates to the institutional and unit mission. Is the position one that supports students, safety, enrollment, strategic plan, compliance, and/or program service enhancement? Pro-vide justification for additional cost.

b.   A proposed organizational chart.

c.   An explanation of the impact if the new position is not filled.

d.   An explanation of other alternatives if the position is not filled.

e.   Any comparative information, if applicable.

f.   Proposed job description

Attachments for Replacements of Open Position

a.   A statement as to why the replacement is needed.

b.   A current organizational chart.

c.   An explanation of the impact if the position is not replaced or delayed.

d.   An explanation of other alternatives if the position is not replaced as currently described.

e.   Any historical and comparative information, if applicable.

f.   Job Description for consideration

For Human Resources Use Only

CUPA-HR Benchmark Position:_____   CUPA-HR Median Salary:_____

Suggested Juniata Salary Band: _____   Salary Range - Min:_____Midpoint:_____Maximum:_____
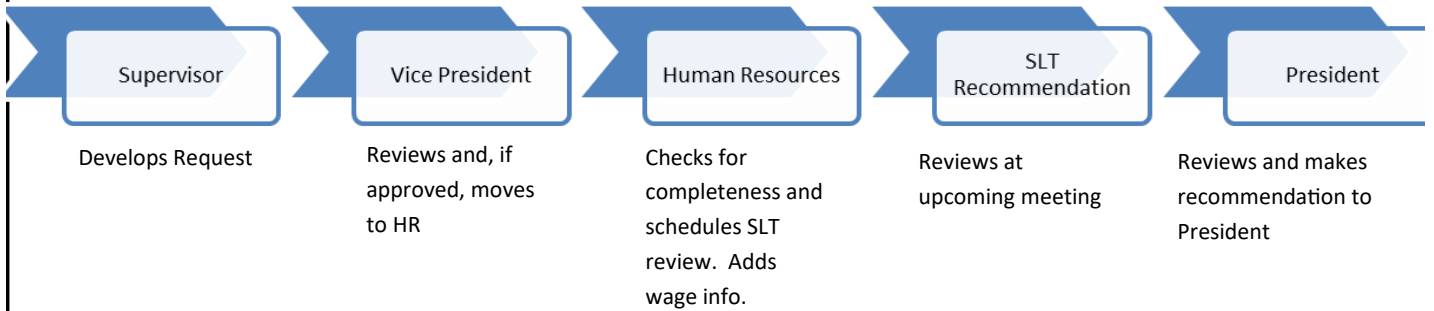
If replacement, current incumbent salary (or budgeted salary): _____

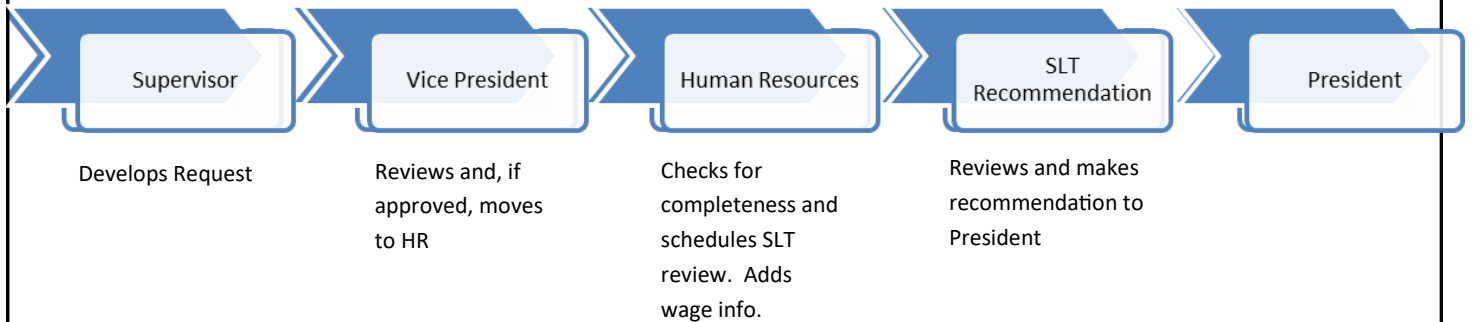Projected Hiring Salary: $_____   OR   Hourly Rate $_____/hour

Comments:_____

_____

Position Form-Process Flow

NEW ADMINISTRATIVE/STAFF POSITIONS

Supervisor	Vice President	Human Resources	SLT Recommendation	President
Develops Request	Reviews and, if approved, moves to HR	Checks for completeness and schedules SLT review. Adds wage info.	Reviews at upcoming meeting	Reviews and makes recommendation to President

REPLACEMENT ADMINISTRATIVE/STAFF POSITIONS

Supervisor	Vice President	Human Resources	SLT Recommendation	President
Develops Request	Reviews and, if approved, moves to HR	Checks for completeness and schedules SLT review. Adds wage info.	Reviews and makes recommendation to President	

*Feedback will be provided to the Hiring Manager at the completion of each step.