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| **Staff Position Request Form** |
| The purpose of this form is to fill in the job posting title, job summary, essential functions along with percentage of work, and job qualifications to be attached to the staff requisition form. This information will be utilized by the compensation analyst to complete benchmarking. |

**I. POSITION DETAILS – To be completed by Manager**

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| **Job Posting Title:** |

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| **Job Summary** |
| **Summary:** |
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| **Essential Functions** |
| |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | **#** | **Essential Function** | **% of Time** | | 1 |  |  | | 2 |  |  | | 3 |  |  | | 4 |  |  | | 5 |  |  | | 6 |  |  | | 7 |  |  | | 8 |  |  | | |
| |  |  | | --- | --- | | |  | | --- | | Performs all other duties and responsibilities as assigned or directed by the supervisor.  Total %\_\_\_\_ | | |

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| **Job Qualifications:** |
| **Job Qualifications:** |