



## REQUEST FOR CREATION OF NEW TECHNICAL-SERVICE JOB

This form and any related information should be forwarded to the designated Human Resources Representative for electronic transmittal to [Dovizia Long](#), Employee Relations Division. Transmittal to the Division confirms that the necessary approvals have been obtained for the creation of the job.

**NOTE:** If the new job is identical to an existing job, only a confirming memorandum to Ms. Long is needed; completion of this form is unnecessary.

|                           |  |
|---------------------------|--|
| <i>Proposed Job Title</i> |  |
| <i>Work Unit</i>          |  |
| <i>Department/Area</i>    |  |

|  |  |
|--|--|
| <i>Reason(s) for creation of new job</i> |  |
|--|--|

|   | <i>Name</i> | <i>Date</i> |
|---|-------------|-------------|
| <i>Form prepared by</i>                           |             |             |
| <i>Approved by</i>                                |             |             |
| <i>Approved by Human Resources Representative</i> |             |             |

## DUTIES AND RESPONSIBILITIES

Please list all key duties and responsibilities, and indicate the approximate percentage of time spent for each. If desired, selected duties may be grouped and a composite percentage given.

| <i>Approximate<br/>% of time</i> | <i>Duties and Responsibilities</i> |
|----------------------------------|------------------------------------|
|                                  |                                    |

## EDUCATION AND EXPERIENCE REQUIREMENTS

|   |
|---|
| <i>Minimum level of formal education and/or specialized knowledge</i> |
|   |

|   |
|---|
| <i>Minimum level of experience and/or on-the-job training</i> |
|   |

## SUPERVISORY CONTROL

Select one or more of the following statements which describe(s) a way in which duties and responsibilities will be carried out day-to-day.

|  |   |
|--|---|
|  | Perform under almost daily oral or written instruction from supervisor.   |
|  | Under immediate supervision, perform work assignments given at frequent intervals and checked regularly.        |
|  | Under general supervision, perform regular work assignments within standard practice.                           |
|  | Determine own work assignments where a defined objective has been set up, requiring a wide range of procedures. |
|  | Initiate broad programs under general direction, working from policies and general objectives.                  |
|  | Other (describe: _____)   |

## JOB INFORMATION

| <i>Typical materials lifted and/or moved</i> | <i>Approximate weights</i> |
|--|----------------------------|
|  |                            |
|  |                            |
|  |                            |
|  |                            |
|  |                            |
|  |                            |

| <i>Types of equipment, machines, and/or vehicles operated</i> |
|---|
|   |

| <i>Disagreeable working conditions, if any, e.g., dust, heat, noise, vibration, water</i> |
|---|
|   |

| <i>Hazards, if any, e.g., chemicals, electricity, heights, hot surfaces</i> |
|---|
|   |

## ORGANIZATIONAL CHART

|  |   |                               |
|--|---|-------------------------------|
| <u>NAME &amp; TITLE OF SUPERVISOR'S SUPERVISOR</u> |   |                               |
| <u>NAME &amp; TITLE OF IMMEDIATE SUPERVISOR</u>    |   |                               |
| <u>COMPARISON JOB, IF ANY</u>                      | <u>PROPOSED TITLE FOR THIS JOB</u>                                  | <u>COMPARISON JOB, IF ANY</u> |
|  | <u>NO. OF FULL-TIME AND/OR PART-TIME EMPLOYEES DIRECTED, IF ANY</u> |                               |

## OTHER INFORMATION

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Office of Human Resources  
Employee Relations Division  
Updated May 2007