Is this a new position or a reclassification of an existing position?

New Position

Review the EASY requisition process for posting a new position

Submit the following documents via the EASY requisition process:
- GAP job description from Grant PI website
- Organizational chart
- Justification memo

Human Resources conducts a desk audit and assigns the appropriate job title, pay range, and FLSA overtime status according to the list of authorized grant titles.

Department may post or fill the position following the procedures described in the employment process

Department must forward a copy of the new employee’s GOJA to HR within 30 days of hire. Employee must also receive their performance plan.

Reclassification of an existing position

Submit the following documents via the EASY requisition process:
- Guidelines Oriented Job Analysis questionnaire (GOJA)
- Organizational chart
- Justification memo

Human Resources conducts a desk audit and assigns the appropriate job title, pay range, and FLSA overtime status according to the list of authorized grant titles.