BLOOMSBURG UNIVERSITY of PENNSYLVANIA

Workflow of Position Justification Request Form (PJRF)

Used for: Creation of a new position, reclassifying an existing position, reclassifying a vacant position, filling a vacant position with a replacement, in grade salary adjustments, change in appointment terms, abolishing an existing position, reorganization or department transfer, change in funding source, temporary position continuation.

1) Supervisor determines an applicable personnel action is needed.

2) Supervisor confers with Division Leader to ensure request is within divisional priorities and strategic mission.

3) Supervisor reviews or develops formal position description.

4) Current/revised position description and PJRF sent to Assistant Director of HR-Classification.

5) Classifier reviews position description and determines classification. The PJRF form is forwarded to the Position Control Agent.

6) Position Control Agent provides compensation based on classification review. Position Control Agent forwards to Supervisor and Divisional Leader.

7) Supervisor obtains approval signatures to move the PJRF form forward. Division Leader contacts Coordinator of Operations in the President's Office to add the PJRF to the President’s Cabinet agenda.

8) President’s Cabinet discusses. President acts on the form. V.P. A&F returns original form to Asst. Dir. of H.R. Original form is maintained in H.R. Copies are forwarded to requesting V.P. & Asst Dir. of Budget & Finance.

9) If approved, Requestor completes Complement Control Form for hiring actions.