Form SP2 - UL System Position Description Form
CAMPUS: UNIVERSITY OF NEW ORLEANS

Email form to:

☐ Check if this is a resubmission

☐ Approved by Dean/Director  ☐ Approved by Vice President  ☐ Approved by HRM Director
☐ Approved by President  ☐ Completed

COLLATION/CLASSIFICATION:

DEPARTMENT:  

FUND ACCOUNT #:  

REQUESTED/DIVISION:

% IMPORTANT TO:

PROPOSED SALARY RANGE:

MINIMUM  MAXIMUM

MINIMUM  MAXIMUM

SOURCES OF CURRENT FUNDS: Select...

CURRENT/NEW: Select...

If previous, resignation date of last incumbent:  

EMPLOYEE NAME:

PROPOSED ANNUAL SALARY:

ANNUAL SALARY:

TYPE OF EMPLOYEE POSITION: ☐ Teaching ☐ Professional ☐ Administrative

Nature of Changes: (Provide justification for all changes. Duties/Responsibilities you must list what specific changes have occurred. For changes in salary you must obtain the reasons for the proposed annual salary range increase. This field is required on all updates to SP2s.)

IT IS RECOMMENDED THAT THIS POSITION BE UNCLASSIFIED AS MEETING THE TEACHING, PROFESSIONAL OR ADMINISTRATIVE OFFICER DESIGNATION REQUIRED BY THE CONSTITUTION AND CIVIL SERVICE RULES.

SIGNATURES:

DEPT HEAD  DATE:

DEAN/DIRECTOR  DATE:

VICE PRESIDENT  DATE:

ATHLETIC DIRECTOR  DATE:

HRM DIRECTOR  DATE:

PRESIDENT  DATE:

HRM ASSIGNED TITLE(S):  

TC #:  

FOR SYSTEM USE ONLY:

APPROVED BY:  

SYSTEM DIRECTOR OF HRM  DATE:

PRESIDENT  DATE:

POSITION INVENTORY #:  

DEPARTMENT ACCOUNT #:  

☐ NON-EXEMPT  ☐ EXEMPT  ☐ PLA

☐ EXECUTIVE ☐ ADMINISTRATIVE ☐ PROFESSIONAL

POSITION DUTIES: (LIST ALL DUTIES/RESPONSIBILITIES AND % OF TIME SPENT ON EACH)

% OF TIME:

DUTIES & RESPONSIBILITIES:

This position will be supervised by:  

Title of supervisor OVER this position:

POSITION NUMBER OF SUPERVISOR (if name of current incumbent, if available):

This position will

### Supervise:

Titles (B number of each type) of employees supervised by this position:

### Qualification Requirements

REQUIRED:

### Desired:

- [ ] Click here to attach a file
- [ ] Click here to attach a file
- [ ] Click here to attach a file
- [ ] Click here to attach a file