|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Information** | | | | | |  | | | | | | | | | |
| Action Requested (Select Only One): | | | | | | | | | | | | | | | |
|  | Update Duties | | |  | New Position | |  | Reclassification | | |  | Conversion (SHRA to EHRA) | | | |
| Name and PID of employee in position | | | | | |  | | | | | | | | | Vacant |
| Position # and current classification (or NEW): | | | | | |  | | | | | | | | | |
| Proposed Position Working Title: | | | | | |  | | | | | | | | | |
| Division, Department Name & Number | | | | | |  | | | | | | | | | |
| Reports to Name and Title | | | | | |  | | | | | | | | | |
| Indicate Remote/Hybrid/On-Site Status  *(Select one)* **Required** | | | | | | Remote | | | | Hybrid | | | On-Site | | |
| **Definitions:**  Remote: *100% remote; should business needs arise, employee will be required to come to campus (Generally required to reside in North Carolina).*  Hybrid: *Combination of on-site and remote work locations.*  On-Site: *100% on-site; no remote work allowed due to business needs.* | | | | | | | | | | | | | | | |
| **SHRA** Action Type and Proposed Career Banding Branch/Role/Competency | | | | | | Choose an item. | | | Branch/Role | | | | | Competency  Choose an item. | |
| Proposed **EHRA** Non-Faculty Classification  (*for HR use)* | | | | | | Choose an item. | | | | | | | | | |
| Proposed **EHRA** Non-Faculty Subcategory  *(for HR use)* | | | | | | Choose an item. | | | | | | | | | |
| Proposed **EHRA** Job Family *(for HR use)* | | | | | | Choose an item. | | | | | | | | | |
| Proposed **EHRA** Job Family Level *(for HR use)* | | | | | | Choose an item. | | | | | | | | | |
|  | **Position Summary/Primary Purpose of Position [4000 character limit]**  ***This section will appear in your posting*** | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | |
|  | **Change in Responsibilities or Organizational Relationship [2000 character limit]** | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | |
|  | **Required Qualifications for Applicants # [4000 character limit – *not* the Minimum Experience and Education]**  ***This section will appear in your posting*** | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | |
|  | **Preferred Qualifications for Applicants [4000 character limit]**  ***This section will appear in your posting*** | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | |
|  | **Special Physical/Mental Requirements [2000 character limit]**  ***This section will appear in your posting*** | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | |
|  | **SHRA Position Competencies *For detailed descriptions of the competencies assigned to each classification title, please see:*** [***http://oshr.nc.gov/state-employee-resources/classification-compensation/comp-profiles***](http://oshr.nc.gov/state-employee-resources/classification-compensation/comp-profiles)**[4000 character limit]** | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | |
|  | **Principal Responsibilities with Function (include \* in left column if the work is essential for ADA purposes)** | | | | | | | | | | | | | | |
| \* | **#** | **%** | **Description** | | | | | | | | | | | | |
| **Function** | | | Choose an item. | | | | | | | | | | | | |
|  | **1** |  |  | | | | | | | | | | | | |
| **Function** | | | Choose an item. | | | | | | | | | | | | |
|  | **2** |  |  | | | | | | | | | | | | |
| **Function** | | | Choose an item. | | | | | | | | | | | | |
|  | **3** |  |  | | | | | | | | | | | | |
| **Function** | | | Choose an item. | | | | | | | | | | | | |
|  | **4** |  |  | | | | | | | | | | | | |
| **Function** | | | Choose an item. | | | | | | | | | | | | |
|  | **5** |  |  | | | | | | | | | | | | |
| **Function** | | | Choose an item. | | | | | | | | | | | | |
|  | **6** |  |  | | | | | | | | | | | | |
| **Function** | | | Choose an item. | | | | | | | | | | | | |
|  | **7** |  |  | | | | | | | | | | | | |
|  | **VI. Number of Permanent Direct Reports:** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |

**Notes:**

* The minimum education and experience requirements will be added automatically based on the State and UNC System Office-determined criteria