|  |  |
| --- | --- |
| **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 | CompetencyChoose 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