

POSITION DEVELOPMENT FORM

Directions for Completing

1. Division Director develops job tasks, projected salary and reviews with Deputy Director.
2. Upon approval, Deputy Director signs *Position Approval Form* form.
3. Division Director reviews position with HR Manager, develops job description and finalizes salary level.
4. Division Director completes following sections: *advertising/posting requests*; *Post By* and *Desired Start Date*.
5. HR Manager signs *Position Approval Form* indicating their review and approval.
7. Form is forwarded to HR for posting and advertising.

Division: _____ **Date:** _____

Individual Completing Form: _____ **Phone#:** _____

Title of New Position: _____

Identify Funding Source(s) for this position:

_____	Funding Source	_____	% of time	_____	Expense Code
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Advertising/Posting Instructions: _____ **Please post by (date):** _____
Please advertise by (date): _____

Work Schedule:	Mon.	Tue.	Wed.	Thurs.	Fri.	Sat.	Sun.
In							
Out							

Hours/week: _____ **Weeks/year:** _____

Advertising in the following publications:

_____	Valley News	_____	Palladium Times
_____	CNY Emp. Guide	_____	Syracuse News
_____	All Weeklies	_____	OCO Web Page
_____	Individual Weeklies	_____	
_____	Other	_____	

Advertising and/or posting instructions: _____

To Be Completed By HR & Director:

Grade/Level: _____ Job Description Attached: _____ YES
 Annual Salary: _____ NO

Required Signatures for Approval:

Division Director: _____ Date: _____
 Deputy Executive Director: _____ Date: _____
 HR Manager: _____ Date: _____