Human Resources

JOB DESCRIPTION INTAKE

Date: October 24, 2022

Please complete this form and submit to [your assigned HR Advisor](https://www.uvic.ca/hr/contact/index.php) together with:

Job description with track changes of all edits

Organization chart (include position numbers and classification levels of all positions)

Do you have approval from your excluded leader/budget approval for this new position and/or classification review?  Yes  No

Do you have authority to restructure a job and understand the potential budget implications?

Yes  No

To find out more, contact the Budget office ([budgdept@uvic.ca](mailto:budgdept@uvic.ca)) to determine the incremental financial impact of a change

**Position information:**

Department:

Position number(s) (Existing Position):

Reason for classification:  for posting  restructuring of encumbered positon

Position employee group:

CUPE 951  Exempt Support Staff  PEA  Management Excluded

Current Title:

Current Classification:

Anticipated Classification:

Comparator (if any):

Title Change - Requested job title:

New Job  Regular  Temporary

Changed Job (added/changed responsibilities)

Updated Job Description (no significant material change)

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| State briefly the reasons for requesting a review: (If this is a position update, please indicate how the accountabilities have changed since the role was last reviewed.) |
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