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) 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)

|  |
| --- |
| 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.) |
|  |