

POSITION INFORMATION QUESTIONNAIRE FOR LEGACY – UMDNJ STAFF POSITIONS

The **Position Information Questionnaire (PIQ)** for legacy UMDNJ staff positions should be used for (1) reclassifications or (2) creating a new position or (3) when a vacant position is re-evaluated. The package to evaluate a position should also include a **Staff Position Transaction Form** with appropriate management and budget approvals, an **organizational chart** showing where the new or reclassified position will fit in the structure, and a **job description** that captures the changes in the reclassified position or the essential duties of the new one.

To develop a job description, refer to "Instructions for Completing a Job Description". For reclassifications, highlight the responsibilities that have changed or the additions in the job description.

Position Information

Please Check One of the Following:

New Position

Reclassification

Vacancy (requiring re-evaluation)

Reclassification

Current Position Title:

Proposed Position Title:

Proposed Salary Grade:

Incumbent(s) in Position:

New Position

Proposed Position Title:

Proposed Salary Grade:



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Briefly document the rationale/justification for the new position or the requested change such as what has changed in the department? Is there a new program or new responsibilities?



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1. Please explain the primary objective of the position. If there are new duties indicated for this position, what position was performing them before? If a responsibility has been dropped, what position is doing it now? Explain briefly.
2. If there is a financial component in the responsibilities of this position, please indicate the size of the budget, and/or the number and amount of grants, etc.
3. Please identify the minimum education and experience requirements for this position.
4. Please list any licenses, certificates, or registrations that are required to perform the essential duties of this position.
5. Please comment on the work environment and any specific physical demands such as lifting requirements needed to perform the work.
6. Please feel free to add any additional information, or aspects of this position that will help in describing this position.

