

REQUEST FOR APPOINTMENT

Position Title _____ Class Code _____

Replacement for _____

Admin Unit No. _____ Admin Unit Name _____

Minimum Salary Monthly: \$ _____ Hourly: \$ _____ Annual: \$ _____

Advertising Account No. _____ New Position? Yes No Effective Date _____

Job Group _____ HRS Position No. _____ Account No. & Subcode _____ Cost Sharing _____ % Appt _____

Position Status: Regular (at least 50% time or more for at least 4 ½ months) Temporary

If Temporary status, check all that apply: Less than 50% time Less than 4 1/2 months

Security Sensitive Positions: Security sensitive positions are defined as positions where employees handle currency, have access to data base information on computer terminals, have a master key, or work in an area designated as security-sensitive. For additional information, please call the Human Resources Office (ext. 2221).

Is this position Security Sensitive? Yes No

If yes, indicate which area(s): currency computer terminal master key security-sensitive area

Recruitment sources: Affirmative Action requires listing of positions with the Texas Workforce Commission (TWC) and the campus employment bulletin located on the web. Indicate any additional sources, e.g. Dallas Morning News:

Description of duties: Please complete each section of the **attached RFA Addendum** in order to provide Human Resources with the position's Purpose and Essential Job Functions. If you wish, please include suggested wording for the listing that appears in the weekly Employment Opportunities bulletin. A complete description of the position on the accompanying RFA ADDENDUM will assist Human Resources in recruiting suitable candidates.

Special skills needed, if any _____

Working hours _____ Texas driver's license required? Yes No

Interviewing Supervisor _____ Room # _____ Ext. _____

Faculty Appointments

Moving cost for individual provided? Yes No Amount \$ _____

Recommended candidate, if any _____

Address _____ Phone (include area code) _____

Visa Type _____ Country issued by _____

Approvals and Concurrences

Account Manager _____ Date _____ Vice President _____ Date _____

Concurrence _____ Date _____ Budget Officer _____ Date _____

INSTRUCTIONS FOR COMPLETING REQUEST FOR APPOINTMENT ADDENDUM

Position Title - For classified vacancies, refer to the current Personnel Pay Plan.

Purpose of the Position - Briefly describe the reasons that the job exists.

Required Education, Training, Skills, Work Experience, and Certificate, License, or Registration - For classified vacancies, consult the current University job description. The required education and years of experience must match the job description specifications. Administrative and Professional positions must be accompanied by a job description developed by the administrative unit based upon the qualifications necessary to perform the essential functions of the position.

Minimum Qualifications for Referral - List additional knowledge and qualifications to be used in conjunction with above stated required education and experience to develop a qualified applicant pool.

Preferred Qualifications - List additional job-related qualifications that will be used to identify the best qualified applicant.

Essential Job Function - List those duties which are essential to the performance of the job. Do not list marginal or incidental functions. Questions to be considered when determining elements of essential functions are (1) Does the position exist to perform the function? (2) Is the function highly specialized? (3) Are there limited numbers of other employees available to perform the function? (4) What amount of time is spent performing the function? (5) What are the consequences of not performing the function? and (6) Is the function performed by persons in similar jobs? Give the percent time to be spent by the employee performing the task (the total percent time for all essential functions should not exceed 100%), the number of other employees available to perform the task and if the task was performed by previous incumbents. Describe essential functions in terms of the results or outcome of a function, rather than the way it is customarily performed. For example, an essential function of a computer programmer would be described as "develop programs that accomplish necessary objectives," rather than "manually write programs." A secretarial position might be required to "compose and produce written documentation, letters, and exams," rather than "type material." Some people with disabilities are able to use special keyboards and/or voice synthesizers to produce written materials.

Marginal or Incidental Tasks - List duties that may be performed at times, but are incidental to the main purpose of the job. If the performance of a job function is a matter of convenience, and is not necessary, it is a marginal function. The performance of these duties may be required unless a person with a disability is unable to perform them.

Specific Equipment and Materials Used - List all machinery, vehicles, tools, devices, equipment, objects and materials required to perform the essential functions of the position and indicate the frequency of use.

Essential Physical Tasks - Indicate those physical tasks necessary for the performance of the **essential functions** of the position and the percent time to be spent performing the task. Do not list physical tasks for marginal or incidental functions.

Environmental Demands - Mark those environments and/or hazards to which the employee will be exposed and the percent time of exposure.

Other Working Conditions or Job Information - Indicate all other applicable items and percent time as appropriate.

REQUEST FOR APPOINTMENT ADDENDUM

POSITION TITLE _____ CLASS CODE _____

PURPOSE OF THIS POSITION

Required education, training, skills, work experience, and any certificate, license, or registration
(for classified vacancies, follow job description requirements)

Minimum qualifications for referral (use for classified positions only)

Preferred qualifications (list qualifications that describe the best qualified applicant)

ESSENTIAL JOB FUNCTIONS – List only those tasks which are essential to performance of the job. Do not list marginal or incidental tasks.

% Time Performed

Of Other Employees Able to Perform Job

Performed by Previous or Current Incumbent (Yes or No)

1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

MARGINAL OR INCIDENTAL TASKS

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SPECIFIC EQUIPMENT AND MATERIALS USED – List all machinery, vehicles, tools, devices, equipment, objects and materials used in the performance of the ESSENTIAL FUNCTIONS and mark an “X” in the appropriate column.

Equipment or Material	Occasional (0-19%)	Frequent (20-79%)	Continual (80% +)	Equipment or Material	Occasional (0-19%)	Frequent (20-79%)	Continual (80% +)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ESSENTIAL PHYSICAL TASKS – Mark an “X” in the appropriate column by those tasks that are applicable to this position

Physical Task	Occasional (0-19%)	Frequent (20-79%)	Continual (80% +)	Physical Task	Occasional (0-19%)	Frequent (20-79%)	Continual (80% +)
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Twisting Upper Body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Carrying (indicate lbs.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifting (indicate lbs.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENTAL DEMANDS – Mark an “X” in the appropriate column by those environments/hazards applicable to this position.

Environmental Demand	Occasional (0-19%)	Frequent (20-79%)	Continual (80% +)	Environmental Demand	Occasional (0-19%)	Frequent (20-79%)	Continual (80% +)
Indoor Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Radiation Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Biological Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fume/Odor Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust/Mites Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toxic Waste Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Asbestos Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explosive Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER WORKING CONDITIONS AND JOB INFORMATION – Indicate working conditions or information not described previously.

Condition or Information	Occasional (0-19%)	Frequent (20-79%)	Continual (80% +)	Condition or Information	Occasional (0-19%)	Frequent (20-79%)	Continual (80% +)
Weekend Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Client/Customer Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work Under Stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holiday Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work as a Team Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rotating Shift Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	* Driving University Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* (If listed as Essential Function, requires valid Texas Driver's License, acceptable driving record and annual UTD driver's training.)

<input type="checkbox"/> Uniforms Furnished/Required	<input type="checkbox"/> Other:
<input type="checkbox"/> Location of the Position if not on Main Campus	
<input type="checkbox"/> U.S. Citizenship Required for Federal Security Clearance	
<input type="checkbox"/> Regular and Punctual Attendance at Workplace	