

POSITION RESPONSIBILITY REASSIGNMENT ASSESSMENT FORM

Position Assessed/Redesigned:

Division: :

Department:

Completed by:

Contact Email:

Phone:

OCOPE:

A&PS:

Faculty:

UAW:

Security:

Confidential:

Explanation of Terminology:

Duty: List all duties of the eliminated position that will exist in desired structure.

Reassigned to: List the name, title, and pay grade of where the duties will reside in the desired structure.

Responsibility: Initial assessment of the level of responsibility of each reassigned duty.

C = Comparable; **H** = Duty has more responsibility than incumbent's position; **L** = Duty has less responsibility than incumbent's position

Type of Training: Assessment of the type of additional training needed in order to perform newly assigned duty.

DUTY	REASSIGNED TO:			Responsibility (C, H, L)	Type of Training Needed
	NAME	TITLE	Pay Grade (for non exempt only)		

