

**STAFF Position Justification**

You are being asked to complete this position justification form to help guide and formalize the process so that jobs are created and filled based upon organizational need.

Please complete and send to the Human Resources Department, along with an updated Job Description.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Department* | | | | |  | | | |
| *Position Title* | | | | |  | | | |
| *Supervisor* | | | | |  | | | |
| *Date* | | | | |  | | | |
| *Replacement* |  | *Yes* |  | *No* | *Full-Time* |  | *Part-Time* |  |
| *Changes to job description? If yes, explain.* |  | *Yes* |  | *No* |  | | | |
| *Proposed salary for position:* | | | | |  | | | |
| Benefits cost:  $1,080 per month Insurance employer contrib.  + 8.1% Taxes  + Retirement 9.17% gross pay classified **or** 10.676% gross pay professional | | | | | Insurance: $12,940  Taxes: $  + Retirement: $  Total Benefit Cost: $ | | | |
| *Estimated total cost of position (salary+ total benefit cost)=* | | | | | $ | | | |
| *Index title and number to charge:* | | | | | Dept. & # | | | |
| *How does this position support the mission and core themes of the university?* | | | | |  | | | |
| *If this position is not filled, how would the duties be redistributed among current employees? What effects would this have?* | | | | |  | | | |

**To be completed by HR:**

|  |  |
| --- | --- |
| *For professional staff: Is this salary comparable to other salaries on campus?* |  |
| *For professional staff: How does this salary compare to similar positions at comparable schools in the MUS system?* |  |

**To be completed by Chancellor:**

|  |  |
| --- | --- |
| *Hiring authority for this position:* |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Approved** |  | **Not Approved** |

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MSUN Chancellor (on behalf of the Executive Committee) Date

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MSU President Date

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Commissioner Date