|  |  |  |
| --- | --- | --- |
|  | **Position Information** |  |
|  | Position # and current classification (or NEW): |  |
|  | Proposed Position Working Title:  |  |
|  | Division, Department Name & Number |  |
|  | Reports to Name, Title, and Position # |  |
|  | **SHRA** Action Type and Proposed Career Banding Branch/Role/Competency (for HR use) | Choose an item. |  |
|  | Proposed **EHRA** Non-Faculty Classification (for HR use) | Choose an item. |
|  | Proposed **EHRA** Non-Faculty Subcategory (for HR use) | Choose an item. |
|  | Proposed **EHRA** Job Family (for HR use) | Choose an item. |
|  | Proposed **EHRA** Job Family Level (for HR use) | Choose an item. |
|  | **Position Summary/Primary Purpose of Position # (# indicates that information in this field feeds to recruitment postings) [4000 character limit]** |
|  |  |
|  | **Change in Responsibilities or Organizational Relationship [2000 character limit]** |
|  |  |
|  | **Required Qualifications, Competencies, and Experience # [4000 character limit]** |
|  |  |
|  | **Preferred Qualifications, Competencies, and Experience # [4000 character limit]** |
|  |  |
|  | **Special Physical/Mental Requirements # [2000 character limit]** |
|  |  |
|  | **SHRA Position Competencies *For detailed descriptions of the competencies assigned to each classification title, please see*** [***SHRA Competency Profiles***](https://oshr.nc.gov/state-employee-resources/classification-compensation/classification/competency-profiles) **[4000 character limit]** |
|  |  |
|  | **Principal Responsibilities with Function (include \* in left column if the work is essential for ADA purposes)** |
| \* | **#** | **%** | **Description** |
| **Function** | Choose an item. |
|  | **1** |  |  |
| **Function** | Choose an item. |
|  | **2** |  |  |
| **Function** | Choose an item. |
|  | **3** |  |  |
| **Function** | Choose an item. |
|  | **4** |  |  |
| **Function** | Choose an item. |
|  | **5** |  |  |
| **Function** | Choose an item. |
|  | **6** |  |  |
| **Function** | Choose an item. |
|  | **7** |  |  |
|  | **VI. Number of Permanent Direct Reports:**  |

**Notes:**

* The minimum education and experience requirements will automatically populate in ConnectCarolina based on the final classification
* When entering a position action in ConnectCarolina, you will need to be prepared to indicate where the position is located – in North Carolina, in the United States but not in North Carolina, or outside the United States
* When entering a new position or updating the classification and/or duties, you will need to either acknowledge or complete the Campus Security Authority section. The system will pre-populate values for certain jobs, while for certain other jobs a selection will be necessary.