

FY12 Position Analysis Request (PAR) Form

INSTRUCTIONS:

1. The first step is for the employee(s) and their supervisor to meet to discuss how the job has changed.
2. Either the employee or supervisor may submit the PAR Form. Only a supervisor can submit a PAR for multiple incumbent positions.
3. Download and save the PAR Form to your desktop as a file called "PAR for *Employee Name*" if for a single employee or as a file called "PAR for *Position Title*" if for a group of employees in the same position title. (Example: If submitting a PAR for Mary Smith, the PAR Form would be saved as a file called "PAR for Mary Smith". If the PAR was submitted for all the Warehouse Clerks, the file would be saved as "PAR for Warehouse Clerks.")
4. Fill out the form completely. Incomplete forms may result in a processing delay.
5. Check that the information has been entered into the form correctly.
6. Save the form again, after completion.
7. Send the form as an attachment to an email to hr_comp@austincc.edu. Put "PAR for *Employee Name*" or "PAR for *Position Title*" as the Subject Line of the email. (See #2 for example.)

After email submission, you will receive a confirmation from HR Compensation indicating that your PAR has been received. From that point, the process may take from 1 to 3 months for a decision. You will be contacted when the decision is finalized.

Complete instructions concerning the PAR Process may be found at www.austincc.edu/hr/compensation. If you have any questions regarding this form or the PAR Process, please contact Vicki West, Compensation Manager, at vwest@austincc.edu or 512-223-7502.

Are you the Employee or Supervisor making this PAR Request: Employee Supervisor

Your Name: _____ Your Datatel ID: _____

Your Title: _____ Your Department: _____

Your Phone Number: _____ Your Email: _____

If you are the current employee in the position, please list your information again. If you are the Supervisor submitting a PAR, please list the information on the current incumbent:

Current Incumbent's Name: _____ Datatel ID: _____

Current Position Title: _____ Current Pay Grade: _____

Position ID (if known): _____

Only a supervisor may submit a PAR for multiple incumbent positions.

If you are a supervisor, is this PAR being submitted for multiple incumbents? Yes No

If yes, please list the names and Datatel ID # of each employee covered by this PAR:

New Title Requested: _____

New Pay Grade Requested: _____

Effective date this job significantly changed: _____

*Please answer in detail Questions #1 - #9 as they apply to this PAR.
Additional attachments may be submitted.*

Please note:

*The response boxes are formatted for 23 lines of text. The font will get smaller as more type is added.
If the type starts getting too small to read, please submit the response on an additional attachment.*

1. What are the reasons for changing the title? (If no title change is being requested, please skip.)

2. What are the reasons for changing the Pay Grade?

3. What has changed within the Department?

4. What are the internal/external factors influencing the change?

5. How was the work performed previous to the change?

6. How do the job duties differ from the current job description? Please be specific and detailed.

7. List any changes to the REQUIRED qualifications (Knowledge, Skills, Abilities).

8. Submit any additional information that should be considered as a part of this PAR. This may be included in this section or submitted as an additional attachment.