

## **Human Resources Workforce Analysis**

This form is to be submitted to HR to explore options for business continuity when:

- An existing position becomes vacant
- An existing employee is out on an extended leave of absence
- The manager believes there is a need to create a new position due to workload volume or new duties (not currently being performing by an existing employee)
- Faculty positions are exempt from this process

### **Section 1: Details about the Position**

*This section is to be completed by an appropriate administrator. Any incomplete forms will be returned to sender.*

**Date of submission:**

**Department Name:**

**Department Number:**

**Name of Employee Vacating the Position (if applicable):**

**Date of vacancy (if applicable):**

**Type:**      Staff                  MPP                  Confidential                  Consultant                  Retired Annuitant

**Status:**      Permanent                  Temporary

**Time Base:**      Full Time (1.0 FTE)                  Part-Time (include FTE)

**Working Title:**

**Classification Name:**

**Job Code/Grade:**

**Position Number:**

**The primary purpose/s of this position is/are to** *(check all that apply):*

Strengthen Academic Identity	Enrollment Growth	Health/Safety/Risk Management
Enhances Student Experience	Regulatory Compliance	Expands Regional Engagement
State Designated Appropriation	Philanthropic Success	Other Considerations (please specify):

Check boxes to confirm attachment. Any missing forms will result in the document being returned to sender.

Job description or outline of duties of vacant position

Current organization chart (not required for faculty positions)

## Section 2: Hiring Manager's Workforce Analysis

*In this section, the Hiring Manager will outline all possible courses of action available to address the need. In the box below, please share which options below were explored and why they would or would not work.*

### No cost solutions to be considered first:

Departmental reorganization	Permanent Reassignment (lateral)	Organizational
Cessation of specific duties	Centralization of duties	Effectiveness Project(s)

### Temporary Low-cost solutions to be considered second:

Stipend	Utilization of Faculty Reassigned Time	Shared services
Overtime	Temporary Reassignment	Student Assistant Hire

### Permanent Low-cost solutions to be considered third:

Reclassification	In-range progression
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### Temporary Higher-cost solutions to be considered fourth:

Hiring a Retired Annuitant	Hiring a temporary employee (full-time or part-time)
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### Permanent Higher-cost solutions to be considered last:

Creation of a 0.25 position	Part-time permanent position for recruitment
Full-time permanent position for recruitment	

**Section 3: HR’s Workforce Analysis**

**Workforce Analysis Approvals:**

Requesting MPP Name	HR Representative Name
Requesting MPP Signature_____	HR Employee Signature_____