

Position Management and Data Change Form Exception Form

Department: _____ Hiring Manager: _____

Questionnaire

Request Type: (dropdown, reclass, stipend, extension, new position, fill vacancy, other)

1. How are the position responsibilities currently being filled? Please explain below:

- New Responsibilities (please provide detail below)
- New or Extension of Grant Funded Position
- New Central/Gift Funded Position
- Replacement of Existing Vacancy

2. What, if any, departmental or ANR-wide risks will be incurred if this hire is not made?

- UC ANR would not be able to fulfill the requirements of the grant

3. What is the alternative plan if this recruitment is not approved? Please provide a minimum of one viable alternative and related estimated cost. Use this section to explain further if this position is mission critical.

- UC ANR would not be able to fulfill the requirements of the grant
- We have analyzed the availability of current staff and redeployment is not a feasible option at this time
- We would be interested in coordinating with HR to determine if redeployment of current staff is an option
- We confirm we will interview employees internal to UC ANR prior to any external applicants

4. What savings has been identified to cover additional costs related to the action?

- Additional costs will be covered by new grant funding

5. Please verify the following items have been attached to this exception request:

- Position Management Form
- Updated Position Description (required for new or changing positions)
- Documented Temporary Duties (if stipend)
- Organizational Chart - before and after (required for new or changing positions)

Unit Review and Approval			
Supervisor		Business Officer/ Financial Control	
Unit Director		Statewide Program/Vice Provost	
Central Approval			
RPM Director		HR Director	
Associate Vice President		Vice President (as needed)	