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)	