

CAMPUS: LSUHSC – SHREVEPORT

NEW _____ UPDATE X

COLLEGE: _____

ADDING ADMIN DUTIES _____

MASTER JOB DESC. _____

DEPARTMENT: _____

POSITION INVENTORY NUMBER (1) _____ (2) _____
) _____) _____
(3) _____ (4) _____
) _____) _____

REQUEST SYSTEM TITLE _____ % EFFORT PER TC: _____
(1) _____
(2) _____
(3) _____

PROPOSED ANNUAL SALARY RANGE: FROM: _____ TO: _____

SOURCE OF CURRENT FUNDS: _____ State General Fund _____ Auxiliary _____ Federal
_____ Appropriated Unrestricted Self Generated _____ Grant or Contract _____ Restrictive _____ Gratis

INCUMBENT: _____ Current or _____ Previous _____

Employee Name Present Position Title Present Annual Salary

TYPE OF UNCLASSIFIED POSITION _____ Teaching _____ Professional _____ Administrative Officer

IT IS RECOMMENDED THAT THIS POSITION BE UNCLASSIFIED AS MEETING THE TEACHING, PROFESSIONAL, OR ADMINISTRATIVE OFFICER DESIGNATION REQUIRED BY THE CONSTITUTION AND CIVIL SERVICE RULES.

SIGNATURES: _____ Dept. Head DATE: _____
_____ Personnel Officer DATE: _____
_____ Dean/Director DATE: _____
_____ Chancellor DATE: _____

FOR SYSTEM USER ONLY:

ASSIGNED SYSTEM TITLE(S): _____ TC# _____
_____ TC# _____
_____ TC# _____

APPROVED BY: _____ Date
System Director of Human Resource Management
_____ Date
President

Non-Exempt FLSA _____

Exempt FLSA _____

Executive _____

Administrative _____

Professional _____

POSITION DUTIES: (List all Duties / Responsibilities and % of time spent on each)

% of Time	Duties and Responsibilities
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SEE ATTACHED JOB DESCRIPTION
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Supervised by: _____
Title of Supervisor

Supervisor of: _____
Titles of employees supervised and number supervised

QUALIFICATION REQUIREMENTS:

REQUIRED:

DESIRED: