

## Position Justification Request for a Vacant Position

Position Title:

Position Number (PIN):

Department/Division:

How long has this position been vacant?

Provide a detailed description of the duties of this position and the percentage of time spent on each task.

Tasks	Description	%
Task 1		
Task 2		
Task 3		
Task 4		
Task 5		
Task 6		
Task7		
Task 8		
Task 9		
Task 10		
<b>Total</b>		<b>100%</b>

Does this position require a specialized skill set? If so, please specify.

Are there unique circumstances that must be fulfilled with this position? (i.e.: contractual regulations/obligations, federal or state laws)

For each of the tasks listed above, describe the consequences of not performing the function and whether it would be detrimental to the agency's operations:

Tasks	Description
Task 1	
Task 2	
Task 3	
Task 4	
Task 5	
Task 6	
Task7	
Task 8	
Task 9	
Task 10	

Describe the impact/risk of delaying the filling of this position for six (6) months.

Determine if each task listed above can be redesigned or performed in another manner or reassigned to another employee within the department/division/agency:

Tasks	Description
Task 1	
Task 2	
Task 3	
Task 4	
Task 5	
Task 6	
Task7	
Task 8	
Task 9	
Task 10	

List the approximate payroll cost for this position:

List the approximate operating budget for which the position is personally responsible for:

List and describe other dollar amounts for which the position has direct responsibility:

*I have evaluated the information listed in this document and have determined the critical need is justified based on the above to fill this vacancy.*

Submitted by:

Date: