



### Section 3: Required for All Operating and Administrator Positions and Alternate funded positions (other than grant and WDCE)

1) Does this position fulfill compliance with legal, regulatory or accreditation requirements?  
Yes                      No    If yes, please explain how:

2) Will any changes be needed to the current position description?                      Yes                      No  
If yes, please briefly explain how the position will change.

3) What are the most critical responsibilities of this position?

4) Please provide metrics that demonstrate the service impact and workload for this position.

For example, number and/or type of:

- Students served and/or supported
- Employees served and/or supported
- Disciplines/courses
- Project or service tickets
- Planning, development or contact hours
- Buildings, classrooms or offices supported
- Financial impact, if applicable
- Process transactions

5) Can the duties or tasks of the position be re-distributed to other employees? Can the work processes within the unit be redesigned to create greater efficiency to reduce the need for this position?

6) What are the consequences of not filling the position?

7) If this position is not filled, what other resources do you need?

#### **Section 4: Required SALT Member Endorsement**

Signature\_\_\_\_\_ or Email Approval Attached