

FAS Classification Review Form (CRF)



The sample entries below provide a suggested list of activities that are common to many positions; it is not intended to be an exhaustive list, but rather to prompt your thinking as you complete the Essential Functions segment of the Classification Review Form. Think about time currently spent on activities that are essential to the role. **Please separate activities that are new tasks or responsibilities.** List each responsibility and the approximate percentage of your time spent (ideally not less than 5%). **In order for a reclassification to be considered, 30 percent or more of the job content and responsibility must have changed with the incumbent successfully performing at this level for a minimum of six months.**

Sample Essential Functions	% of Time	New/ Changed Y/N	If new, month and year the duty began
Field/handle front line inquiries related to...	5%	N	
Update/create records/reports for...and...	10%	N	
Prepares annual budget, monitors expenses, prepares annual report ...	10%	Y	Feb 2012
Develop content for program/department communications (website, print materials) related to...	20%	Y	Jun 2013
Counsel/advise students/staff/others on matters related to...and...	5%	N	
Research/resolve matters (e.g. data discrepancy, team member, project concern, technical issue)	5%	N	
Hire students...oversee student/interns performing work in...areas	10%	N	
Oversees annual student conference on . . . with an annual participation level of . . . Selects participants, arranges venue & logistics; coordinates travel ...	15%	Y	Nov 2012
Conceive/research new opportunities for organization (e.g. new technologies, new prospect, new research direction, etc.)	5%	N	
Serve on/execute work of committees...within the University...other academic institutions	5%	N	
Meet with...staff for ongoing, regular meetings...with project teams...with department...with customers/constituencies	10%	N	