|  | Action Justification Template for Staff (non-students) |
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| This is a template intended for Job Builder Action Justification drafting **only**. All proposed job description actions must be entered in the Job Builder system ([**https://universityofcalifornia.marketpayjobs.com**](https://universityofcalifornia.marketpayjobs.com/)) for review and approval by HR Compensation. |

| Action Justification Template |
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| Submitter’s Name: |  |
| Submitter’s Phone: |  |
| Compensation Reviewer Assigned: | Select: |
| Is this action being performed for the purpose of a recruitment? | Select: |
| Is this a Temporary Stipend Action? If Yes, skip the remainder of this section and advance to the Temp Assignment/Stipend section. | Select: |

Examples of the types of information required for each field are available at on the HR Compensation website at <https://www.hr.ucsb.edu/hr-units/compensation/oacis>, but submissions may require more details or additional description.

If answers to the questions below are insufficient or the fields are left blank, the action may be returned to the submitter. HR requires this information in order to adequately evaluate the requested action.

If this is a LIMITED or CONTRACT position, what are the approximate begin and end dates of the appointment?

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FOR ALL ACTIONS: Please explain the basis, or reason, for submitting this job description for review.

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FOR ALL ACTIONS: Please provide a detailed summary or list of the changes to the job.

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FOR ALL ACTIONS: Please include any helpful information such as background and context to explain your proposal.

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FOR ALL ACTIONS: Explain how the duties evolved. For instance, are they new to the department? Were they previously done by another employee? Are they an expansion of the employee’s current duties? Enter N/A if not applicable.

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FOR ALL ACTIONS: If duties have been removed or redelegated, please explain.

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For reclass actions: Has the employee been performing all of the new duties for at least 30 days?

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For reclass actions: Do the majority of the duties (more than 50%) align with a different or higher classification level? the proposed classification per the CT Job Standards/Series Concepts?

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For reclass actions: If the duties are essentially unchanged but their level (scope, complexity, % of time, or frequency) has changed but the duties are essentially unchanged, explain.

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FOR ALL ACTIONS: Any other comments to Compensation.

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