

The [Job Builder Action Justification Template for offline drafting](https://www.hr.ucsb.edu/forms) is available for download on the HR Forms webpage at <https://www.hr.ucsb.edu/forms>

Note: These examples are intended to describe the **type** of information requested in each field, and submitted action justifications may require more detailed information than shown below.

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.

- For all actions: Please explain the basis, or reason, for submitting this job description for review.
Examples:
 - Major (or minor) updates to JD for recruitment.
 - JD update to bring dept details up to date and account for technology changes.
 - Reclassifying position due to department reorganization.
 - Creating new position due to increased workload.
 - This JD was last updated in 2019 and it is now being updated to accurately reflect the duties that are currently executed by the incumbent.
 - When this position was created, we were unsure of how the position would evolve over time. An incumbent has been in the position for the past 6+ years and the position duties and functions have now been solidified.

- For all actions: Please provide a detailed summary and explanation of the changes to the job.
Examples:
 - Minor updates only: Updated supervisor's name and payroll title, names of supervised employees, etc.
 - Removed GL reconciliation, FlexCard purchasing, and outgoing mail preparation from essential functions, and added UCPATH initiation to essential functions. No other changes were made to job duties.
 - Decreased percentage of time spent on sample collection from 40% to 10%, increased percentage of time spent on data synthesis and quality control from 10% to 40%.
 - The job has evolved over the years and the involvement of the divisional control point has expanded. The incumbent now has senior-level responsibility including management and oversight of more than one team, and they are currently responsible for a total operating budget exceeding \$5M per year.
 - The demands of this job now require more advanced KSAs. The work performed is focused on the creation of printed and electronic content for the department, the bulk of which is graphic design. The employee designs, produces and approves visual presentations, publications or communications for broad and highly influential audiences, and is definitely serving as our department lead for all functional areas.

- For all actions: Please include any additional helpful information such as background and context to explain your proposal.
Example:

- The department's senior financial manager (Financial Analyst 4, position [pos #]) retired, and the department head is now taking the opportunity for organizational restructuring, which will result in several future JD updates for the department's financial team.
- 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.
Examples:
 - UCPATH initiation was previously done by the dept MSO and has been re-delegated due to an increase in the MSO's duties.
 - The phase of the research project has moved beyond data collection and is now focused on sample processing and data synthesis.
- For all actions: If duties have been removed or redelegated, please explain.
Examples:
 - Outreach with physical mailings has been replaced with web-based outreach.
 - Travel and Entertainment planning and reimbursement duties will now be completed by the department's Financial Assistant (Blank Ast 3, position [pos #])."
- For reclass actions: Has the employee been performing all of the new duties for at least 30 days?
Y/N
- For reclass actions: Do the majority of the duties (more than 50%) align with the proposed classification per the Career Tracks Job Standards/Series Concepts?
Y/N
- For reclass actions: If the duties are essentially unchanged but their level (scope, complexity, % of time, or frequency) has changed, explain.
Examples:
 - Retains financial oversight for award funds, but the assigned portfolio now includes projects with sub-awards and human subjects instead of only working on projects without those considerations, which increases the overall complexity due to the additional and more stringent funding requirements and federal/international human subject research regulations, such as....
 - This position is now responsible for \$6m in award funds annually, increased from \$1.5m annually, based on an increase in assigned cases and funding level of awards assigned.
 - Recruitment duties have expanded from staff and student assistants only to include faculty, GSR, and PostDoc recruitments.
- For all actions: Any other comments to Compensation.