**Purpose:** Budget Planning & Administration (BPA) and Human Resources’ Classification and Compensation Section (C&C) will review the information on this questionnaire when analyzing requests for new staff and MPP positions.

Please complete and submit this **questionnaire** along with the items noted below to [**bpa-01@csus.edu**](mailto:bpa-01@csus.edu).

* **Draft position description (in Word format)**
* **Proposed organization chart**
* Per Sacramento State’s Position Management Policy, positions requested outside of the Budget Call process also require a **justification memo signed by the Division VP/Provost**.

Position Management Policy information can be found on BPA’s website here <https://www.csus.edu/administration-business-affairs/budget-planning/>

1. *Why is the position needed and how does it fit into the organizational operations of the department/division?*
2. *What negative operational impacts will result if the position is not approved?*
3. *Are there any other similar positions in the department/division? If so, please identify the employees and classifications.*
4. *Were any of the duties proposed for the requested position removed from any existing staff positions and reassigned to create this new position? If so, please identify any employees impacted by the change in duties (updated PDs may need to be submitted for those employees identified).*
5. *What other alternatives did you explore for meeting workload needs? (e.g. consolidating duties into an existing position or redirecting and redistributing workload)*
6. *What is the anticipated salary range for this position?*
7. *Explain how you will fund the salary and benefit costs of this position? (e.g. reducing costs elsewhere, redirecting existing funding, etc.)*
8. *Provide the following information:*

* CMS Job Code\*:
* Grade\*:
* Working title\*:
* Reports-to name:
* Reports-to position #:
* Temp/Regular:
* FTE:
* Funding information
  + Department ID:
  + Fund:
  + Class Code (if applicable):

*\*Subject to change pending C&C review*