



**Appendix R. Sample COLLEGE OF MICRONESIA-FSM
REQUEST FOR ESTABLISHMENT OF A NEW POSITION FORM**

Instructions: Form must be completed fully; incomplete form will be returned to sender. Attach the most current office/campus organizational chart showing the placement of this position and its relationship to other functional areas. Include a summary of major functional responsibilities for all positions on your organizational chart(s) including any part-time positions.

To budget under FY: 2014 **Position Title:** HRM Specialist **# of Positions:** 1

<p>1. Why do you need this new position? What is the established enrollment indicator for this type of position in this office, campus and/or college-wide?</p> <p>HRO must have 6 full time staff based on the normal HR staff ration of 1 staff for every 50-60 employee based on the current 360 full time employees. Currently, there are two staff only.</p>
<p>2. List major responsibilities of this position and indicate areas of direct impact? [List them by natural groupings]</p> <ol style="list-style-type: none"> 1. [DAILY] Logging documents coming in and out on a daily basis. 2. [DAILY] Deliver documents on campus daily, multiple trips to the administration office are required. 3. [DAILY] Answer telephones and taking messages and answering inquiries. 4. [DAILY] Make copies of PAs, Contracts, Evaluations, Files for office, supervisors, and supervisees and others. 5. [DAILY] Scan PAs, Contracts, Evaluations, Forms, Employment Verifications, etc. 6. [DAILY] Email state campus reps and employees to disseminate information, forms, answer questions, follow up on Required documents, issues, etc. 7. [DAILY] Assist visitors to the office. 8. [WEEKLY] Run other errands and assist the Director and Admin specialist with other tasks as needed. 9. [WEEKLY] Take note of meetings, maintain and distribute. 10. [MONTHLY] Take notes of HRO monthly meeting, maintain and distribute. 11. [MONTHLY] Organize and coordinate HR activities on campus and on remotes campuses by creating, updating, and sharing schedules. 12. [MONTHLY] Provide cost analysis of future HR events and maintain listing of resource personnel able to provide workshop, trainings and presentations to college personnel throughout the fiscal year. 13. [MONTHLY] Conduct staff meeting in the absence of HR Director and handle urgent matters. 14. [ANNUALLY] Assist HR Director develop budget, priorities, TracDat, and other reporting requirements by providing data, organize information, review and verify documents and information.
<p>3. Is the position required to meet public health, accreditation, and safety or provide essential administrative or operational support?</p> <p>Yes, the position supports accreditation standards in the area of HR and administrative responsibilities that directly linked to these HR essential functions: Recruitment and Retention of personnel, Benefit administration, Compensation, Performance Evaluation Management, Professional Development, Policy Development and Management, HR Compliance, Employee Relations, Grievance Matters, etc.</p>
<p>4. How were the responsibilities handled before?</p> <p>One special contract person was hired January 2015 and she departed last month to assume a full time position elsewhere. HR Director has assumed all and any responsibilities not carried out by the current support staff currently and before.</p>
<p>5. What is the estimated cost of such a position for the first year including benefits?</p> <p>\$11,500- Annual Salary including income tax and social security \$500 -benefits (health and life insurance)not eligible for retirement during the first year Total cost=\$12,000.00</p>
<p>6. Does the office have a space, office, desk, computer, supplies, etc., to support this position?</p>

