

*University of Colorado at Boulder*  
*Exemption Request Form: "Exempt Professional Funded by Grants" Position and Position Description*

*Position Title:* \_\_\_\_\_ *HRMS Job Title:* \_\_\_\_\_  
*Position Number:* \_\_\_\_\_ *HRMS Job Code:* \_\_\_\_\_  
*Dept Name:* \_\_\_\_\_ *Dept Number:* \_\_\_\_\_

*Position Type:* New  Vacant  Occupied (Employee Name \_\_\_\_\_ )

*Is this position an Officer?* Yes  No  *Is this a Security Sensitive Position?* Yes  No

*Position Reports to (position number, name, title):* \_\_\_\_\_

*Requested Salary Range (full-time):* \_\_\_\_\_

*Will this position replace an existing classified position?* Yes  No

*If Yes:*

- *Classified Position Number / Title:* \_\_\_\_\_
- *Employee ID / Name (if moving to the new exempt position):* \_\_\_\_\_
- *Is the budget for the classified position being transferred to the new position?* Yes  No

*Is it anticipated that position will be filled by search waiver?* Yes  No

*Background check(s) required?* Criminal History:  Financial/Credit:  Motor Vehicle:

***Nature of Work:***

***Specific Job Responsibilities (with Percentage Weights):***

***Supervision Received and Exercised:***

***Minimum Requirements:***

***Preferred Qualifications:***

***Certification:*** *I certify that the information provided in this document is true and accurate to the best of my knowledge and that there is sufficient funding to support this position.*

*Departmental Hiring Authority Name:* \_\_\_\_\_

*Departmental Hiring Authority Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Dean / Hiring Authority Supervisor Name:* \_\_\_\_\_

*Dean / Hiring Authority Supervisor Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Is this position grant funded?* Yes  No  *If yes: Grant Name:* \_\_\_\_\_  
*Speedtype(s):* \_\_\_\_\_ *End Date(s):* \_\_\_\_\_

*OCG Approval (signature):* \_\_\_\_\_ *Date:* \_\_\_\_\_

\_\_\_\_\_ *Date:* \_\_\_\_\_

Stein Sture, Vice Chancellor for Research and Dean of the Graduate School

***A current organizational chart must be attached to the completed OEP Job Description.***