

USC/NORRIS COMPREHENSIVE CANCER CENTER - BUSINESS OFFICE

New Job Posting Process

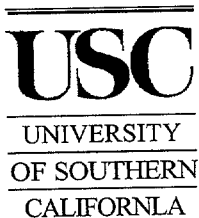
Cancer Center Business Office clients, please contact your analyst (Margaret, Nathan, or Mark) for guidance.

A. Posting New Hire Process:

No. of

Days

1.	Initiate a new Personnel Requisition	-Prepared by the Principal Investigator/Administrator	
	" Personnel Requisition form" or "PS 130 "	Obtain the 3 part Personnel Requisition Form from Cancer Center Business Office or Personnel Office	
	Job Descriptions and Salary Range	http://www.usc.edu/dept/personnel/comp/forms.htm	
	Forms--addendum, job questionnaire & hazard communication worksheet		
2	Funding verification	-Verified by the Cancer Center Business Office	1
3	Approval from the Director, Executive Director	-Signed by Dr. Phyllis Rideout / Dr. Peter Jones	
4.	Approval from the Dean, Vice President	-Signed by School of Medicine / Karen Dunham	1
5.	Final approval from Personnel Services	-Signed by Personnel Office	1
6.	Forward copy to Recruitment for posting	-Recruitment Office	5
7.	Return original set to your Analyst	-Rec'd by Cancer Center Business Office Staff	1
8.	Return original set to PI /Administrator	-Rec'd by the Principal Investigator/ Administrator	1
9.	Update PS-130 Log	-Cancer Center Business Office	



PERSONNEL REQUISITION
Equal Opportunity Employer (M/F/D/V)

Please use a separate form for each Personnel opening or action requested.
Separate job descriptions, Job Information Questionnaires and
Hazard Worksheets (if applicable) should accompany each Personnel Requisition.

H 8074

REQUEST TO RECRUIT

Date: _____

Home Dept. # _____ Home Dept. Name _____

Check all that apply: ☐ Existing Position ☐ New Position ☐ Grant Funded Position ☐ Handicap Access:
☐ Full Time ☐ Part Time ☐ Regular ☐ Temporary ☐ Monthly ☐ Bi-Weekly

Job Title _____ Grade _____ % of Time _____ Hiring Range (FTE) \$ _____

Internal Title (if Different) _____ Temp Position Start Date _____ End Date _____

Person Replaced _____ Title _____ Grade _____

Account # _____ Appt. #/Budg. Pos.# _____ Budgeted Annual Salary _____ Source of \$ if not Budget

☐ Salary Savings ☐ New Grant ☐ Other _____
☐ Salary Savings ☐ New Grant ☐ Other _____
☐ Salary Savings ☐ New Grant ☐ Other _____

Justification/Comments: _____

Contact Person Name _____ Fax # _____ Ext _____

Campus Address (Bldg,Rm,MC) _____ E-Mail _____

Instructions to Personnel: Date Position to be Filled _____ ☐ Advertise ☐ USC Employees Only

APPROVALS:

Director, Executive Director

Dean, Vice President

Provost, Sr. Vice President (if applicable)

PERSONNEL SERVICES USE:

Date Job Posted _____ Job Title _____ Grade _____ Job Code _____

☐ Non-Exempt ☐ Exempt Salary Range \$ _____ Personnel Svcs Representative _____

ACTION TO HIRE (to be completed by unit)

Date: _____

Candidate Name _____ Annual Salary \$ _____ Start Date _____

Director Approval _____ Dean/VP Approval (if applicable) _____

Comments _____

White-University Payroll Svcs Green-HomeDept Canary-Employment Pink-Compensation Goldenrod-HD Suspense File

ADDENDUM TO CROSS-CAMPUS JOB DESCRIPTION

Job Code: _____

Personnel Requisition Number: _____

University Job Title: _____

Department Job Title: _____
(if different from above)

Home Department: _____
(Name and Number)

Supervised by: _____
(Title of Position)

Position specific **JOB SUMMARY:**

Position specific **JOB ACCOUNTABILITIES** (in addition to the statements on the Cross-Campus Job Description):

1.

2.

3.

Position specific **JOB QUALIFICATIONS:**

1.

2.

ADDITIONAL INFORMATION pertinent to this specific position:

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

USC JOB INFORMATION QUESTIONNAIRE

CATEGORIES CHECKED MUST BE DIRECTLY RELATED TO DUTIES IN JOB DESCRIPTION AND BE AN ESSENTIAL PART OF THE POSITION RESPONSIBILITY.

PHYSICAL EXERTION REQUIRED

What level of physical exertion is **REQUIRED** to perform the **ESSENTIAL** functions of this position. **CHECK ONLY ONE.**

- ____ A. **Sedentary work** -- exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- ____ B. **Light work** -- exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for **sedentary work** and the worker sits most of the time, the job is rated for **light work**.
- ____ C. **Moderate work** -- exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- ____ D. **Heavy work** -- exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- ____ E. **Extremely heavy work** -- exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

***TO BE COMPLETED BY COMPENSATION:**

*Job Code: _____ *Date: _____

*Job Title: _____

*Compensation Analyst: _____

Comments concerning **PHYSICAL EXERTION**:

PHYSICAL ACTIVITIES

Based on the **LEVEL OF PHYSICAL EXERTION** required and the **ESSENTIAL** functions, which physical activities are **REQUIRED** to perform this position? **CHECK ALL THAT APPLY.**

- ____ A. Balancing -- maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, erratically moving or slippery surfaces (e.g. stock work in food service area).
- ____ B. Bending/stooping -- bending body downward and forward by bending spine at the waist (e.g. to maintain files).
- ____ C. Carrying -- physically transporting items from one location to another.
- ____ D. Climbing -- **ascending or descending ladders, scaffolding, ramps, poles** and other devices using feet and legs and/or hands and arms. Body agility is emphasized.
- ____ E. Climbing stairs -- ascending or descending stairs to gain access to a building or to move from one floor to another. No elevator available.
- ____ F. Communicating -- Expressing or exchanging ideas, information or instructions by means of the spoken or written word.

DEPARTMENT SIGNATURES:

Supervisor: _____

Dean/Director: _____

Department: _____

- ___ G. Crawling -- moving about on hands and knees or hands and feet.
- ___ H. Crouching -- bending the body downward and forward by bending leg and spine, particularly for **sustained periods of time**.
- ___ I. Fingering -- picking, pinching, primarily with fingers rather than with the whole hand or arm
- ___ J. Grasping -- applying pressure to an object with fingers (including thumb) and palm.
- ___ K. Kneeling -- bending legs at knees to come to rest on one or both knees.
- ___ L. Lifting -- raising objects from a lower to a higher position or moving objects horizontally from one position to another (e.g. piece of paper, files, brochures).
- ___ M. Mobility -- moving oneself from place to place quickly and easily.
- ___ N. Pulling -- using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion (e.g. opening file cabinets).
- ___ O. Pushing -- Using upper extremities to press against something with steady force in order to thrust forward, downward or outward (e.g. closing file cabinets).
- ___ P. Reaching -- extending hand(s) and arm(s) in any direction.
- ___ Q. Repetitive motion -- substantial movements of the wrists, hands, fingers and/or feet for **sustained periods of time** (e.g. keyboard usage).
- ___ R. Sitting -- particularly for **sustained periods of time**.
- ___ S. Standing -- particularly for **sustained periods of time**.
- ___ T. Talking -- Expressing or exchanging ideas by means of the spoken word -- communicating orally with others accurately, loudly and quickly.
- ___ U. Walking -- Moving about on foot, particularly for long distances (e.g. outside of immediate work area).

Comments regarding PHYSICAL ACTIVITIES:

SENSE-RELATED REQUIREMENTS

Which sense-related abilities are **REQUIRED** to perform the **ESSENTIAL** functions of this position? **CHECK ONE--THE MINIMUM THRESHOLD FOR PERFORMANCE OF ESSENTIAL FUNCTIONS, IF APPLICABLE.**

A. HEARING

- ___ 1) Ability to receive information and instructions through oral communication.
- ___ 2) Ability to receive detailed information through oral communication, as well as to simultaneously distinguish and interpret the variety of sounds coming from all directions in the surrounding work area.
- ___ 3) Ability to make fine discriminations in sound, such as when making fine adjustments to audio equipment.

B. VISION

- ___ 1) Visual acuity for work including, but not limited to, administrative, clerical, close assembly, machine operation, or inspection. This is a minimum standard for those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, operating computer terminals and peripherals, extensive reading, visual inspection involving small defects, small parts, operation of machines, using measurement devices, assembly or fabrication of parts at distances close to the eyes.
- ___ 2) Visual acuity and peripheral vision for machine operators, mechanics, skilled tradespeople or similar positions. This is a minimum standard for those whose work deals with machines such as lathes, drill presses, power saws and mills, where it is necessary to see within arm's reach.
- ___ 3) Visual acuity and peripheral vision for mobile equipment operators. This is a minimum standard for those who operate cars, trucks, forklifts, cranes and high lift equipment.
- ___ 4) Visual acuity for other workers. This is a minimum standard for those who perform work requiring neatness and accuracy, including janitors, gardeners, sweepers, etc.

C. **SMELL**

___ Ability to perceive odors indicative of hazardous situations, such as leaking natural gas or other chemical substances or spoiled food products.

D. **TASTE**

___ Ability to perceive flavors of foods or beverages, especially in meal preparation. Ability to perceive dangerous tastes, such as spoiled food products.

E. **TOUCH**

___ Ability to perceive attributes of objects, such as size, shape, temperature or texture of objects by touching with skin, particularly that of the fingertips.

Comments concerning SENSE-RELATED REQUIREMENTS:

ENVIRONMENTAL CONDITIONS

To which adverse environmental conditions is the worker exposed? **CHECK ALL THAT APPLY.**

- ___ A. The worker is not substantially exposed to adverse environmental conditions. (This is typical of administrative or office work).
- ___ B. The worker is subject to inside environmental conditions -- protection from weather conditions, but temperature is not altered through heating and/or air conditioning.
- ___ C. The worker is subject to outside environmental conditions -- no effective protection from weather conditions.
- ___ D. The worker is subject to extreme temperatures:
- ___ cold -- below 32 degrees for periods of more than one hour.
- ___ heat -- above 100 degrees for periods of more than one hour.
- ___ E. The worker is required to wear a respirator.

- ___ F. The worker is subject to noise -- noise level is sufficient to require the worker to shout in order to be heard above the ambient noise level.
- ___ G. The worker is subject to vibration -- exposure to oscillating movements of the extremities or whole body.
- ___ H. The worker is subject to hazards including, but not limited to, physical conditions such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- ___ I. The worker is subject to atmospheric conditions -- one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases or poor ventilation.
- ___ J. The worker is subject to irritating fluids or solids -- air and/or skin exposure to oils, paints, solvents, fuels, etc.
- ___ K. The worker is required to wear protective gear -- gloves, shoes, boots, clothing, face mask, etc.

Comments concerning ENVIRONMENTAL CONDITIONS:

PHYSICAL ACCESS

List obstructions or conditions that hinder access to the job site?

**ATTENDANCE
REQUIREMENTS**

Full-time staff employees of the University of Southern California are customarily expected to perform their duties at University facilities, 37½ - 40 hours per week, on a schedule determined by the school or department (usually between the hours of 8:00 a.m. and 5:00 p.m., Monday - Friday).

Exceptions to this policy are noted below.

**UNIQUE CONDITIONS
OF EMPLOYMENT**

List the unique conditions that are **REQUIRED** of this job (e.g., part time schedule, split shift, swing shift, frequent overtime, weekend assignments, on-site residence, off-campus meetings, out-of-town travel, etc.):

Work Schedule:

Housing Requirements:

Travel/Meetings/Events:

**LICENSES AND
CERTIFICATION**

List all Licenses, Permits, Certificates, etc., **REQUIRED** to perform this job (e.g. driver's license, defensive driver's certification-USC).

EQUIPMENT USED

List all computers, peripherals, and other hardware that are **REQUIRED** to perform this job:

List all computer software that is **REQUIRED** to perform this job:

List all office machines that are **REQUIRED** to perform this job (e.g. telephone, copier, calculator, fax, typewriter, shredder).

List all other machines (including heavy equipment) that are **REQUIRED** to perform this job:

List all tools that are **REQUIRED** to perform this job:

List all vehicles that **MUST** be operated to perform this job:

While applicants are expected to be able to perform the essential functions of this position using the skills and abilities specified, they are encouraged to explain and demonstrate that they can perform the essential functions, with or without reasonable accommodation, using some other combination of skills and abilities.

Hazard Communication Worksheet for New Employees

Name: _____

Department: _____

Supervisor: _____

**Chemical and physical hazards
with which I will be working:**

Hazards that this material presents:

ex) _____ Ethanol _____

_____ Flammable _____

1) _____

2) _____

3) _____

4) _____

5) _____

MSDS's for these chemicals are stored: _____

Specific protective equipment or work practices to be used with the above chemicals:

1) _____

2) _____

3) _____

4) _____

5) _____

Employee *Signature*: _____ Date Received: _____