

Request for Specialty Factor(s)

Definition: A *specialty factor* is a special knowledge, skill, ability, or other work characteristic assigned to a position and considered basic to and essential for satisfactory performance in the position. A specialty factor may be assigned to either a vacant or filled position. Specialty factors are also used for screening (in or out) purposes, and must be justified on this form.

Instructions: A comprehensive position description must be sent with this form. If the position is vacant, a description of the status of the current register for the classification must also be included. In the appropriate space below, describe each specialty factor. Each specialty factor must be stated in terms of a knowledge, skill, ability, or other work characteristic. In the space provided for justification, indicate in terms of the position duties and responsibilities why each specialty factor is considered necessary for satisfactory performance in the position.

POSITION INFORMATION

Employer: _____ College/Department: _____
Classification Title: _____ Classification Code: _____
C.S. Position Number: _____ Position Status: Vacant Filled

REQUESTED SPECIALTY FACTOR(s) (Please list if necessary)

SAMPLE

JUSTIFICATION

Submitted by: _____ Date: _____
Designated Employer Representative

Enclosures -- Job Description and Description of Register

Approved Denied

Executive Director, or designee

Date

Send completed form to:

STATE UNIVERSITIES CIVIL SERVICE SYSTEM
1717 Philo Road, Suite 24, Urbana, IL 61802-6099