**Where to begin:** Start with the Position Analysis and end with a formal Position Description.

The intent of a position analysis is to ensure the organization has a sound business based need for the position. It is also a good way to organize your thoughts and the details of the position.

- If applicable, review the generic classification description. Does this type of job appear to meet your needs?
- Describe the position: full or part-time, temporary or regular, position share or other special circumstances?
- If this is a new position, have you talked with your Human Resources Representative? Have you initiated the appropriate approval process?
- What does the position accomplish? What were the duties of the most recent incumbent? Are they still necessary?
- Who will this position report to? Are there any special considerations/issues, such as multiple reporting relationships?
- How does this position fit into the department? Where does it connect with others?
- Does the department have current unmet needs this position could fill?
- What ramifications do upcoming organizational changes have on this position?
- What new directions are in the future for the department? Do they impact this position?
- Who can provide information about this position before the "formal" Position Description is written?