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)**


**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