



POSITION DESCRIPTION FORM

<p>Human Resources Use only: Reviewed by: _____</p> <p>Date: _____</p> <p>Approved Title _____</p> <p>FLSA Status _____</p>
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SECTION I

Name: _____

Department Name: _____ Division: _____

Current Title: _____ Date Submitted _____

SECTION II: Description

What is the main purpose of this job and why does it exist? (one or two sentences only)

Primary Duties and Responsibilities: List no more than 10 duties and responsibilities in descending order of importance. State the percentage of time likely to be spent on each during the course of a year. This section must equal 100%

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100%

Name and Title of Immediate Supervisor: _____

How many positions does this position supervise: _____ Regular Employees _____ Temporary/Student Asst.

(If position supervises any regular employees please complete attachment A)

SECTION III: Qualifications/Education

A. Formal Education

1

2.

3.

B. Experience

1.

2.

3.

C. Knowledge/Skills/Abilities

1.

2.

3.

4.

D. Does this position require any special certification/license? If yes, please specify:

E. Physical Requirements/Working Conditions:

F. Describe any budgetary responsibilities:

G. Describe the type of decisions this position makes and what are the consequences of error.

Supervisor's Signature

Date

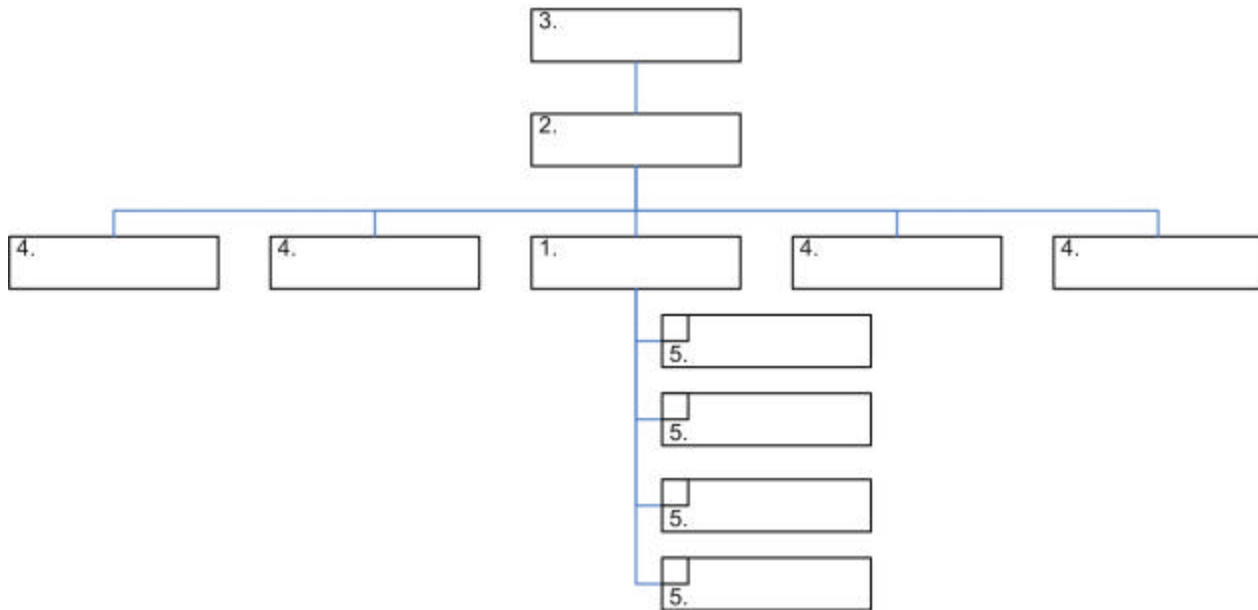
Position Description Form Attachment A:
Positions with Supervisory Responsibilities:

Current Title:

Please check the appropriate column on the items listed below. Please indicate if the employees supervised are regular employees or temporary/casual labor/student assistants or both.

	Regular Employees	Temporary Employees	Makes Suggestions	Final Authority	Not Applicable
Selection (Hiring)	()	()	()	()	()
Training/Development	()	()	()	()	()
Performance Evaluations	()	()	()	()	()
Disciplinary action	()	()	()	()	()
Pay Changes	()	()	()	()	()
Promotion	()	()	()	()	()
Discharge	()	()	()	()	()

SECTION V: Organizational Chart



Box 1: Name and title of incumbent

Box 2: Name and title of incumbent's supervisor

Box 3: Name and title of incumbent's supervisor's immediate supervisor

Box 4: Name and title of incumbent's peers

Box 5: Titles of positions incumbent supervises (place number of positions in small box)

INSTRUCTIONS FOR COMPLETEING THE POSITION DESCRIPTION FORM

Section I:

Please use this form when describing a new position or when describing changes in an existing position. The form should be completed by the supervisor with the help of the employee. If this form is being completed in order to change the title of a current position, please indicate the new duties with an *.

Section II

Purpose of position:

State the primary purpose of this position in one or two sentences. The purpose should indicate why such a position exists, not what the incumbent does. For example, a custodian in the residence halls may clean, dust, make beds, and so on, but the purpose of these activities is to provide the student with an orderly, sanitary, aesthetically pleasing environment, conducive to healthy, pleasant living and to the pursuit of study.

Duties and Responsibilities:

Describe the work of the position fully. Give sufficient detail so that there will be a clear picture of your responsibilities. Use a separate statement for each kind of work and describe the most important or time consuming duties first. Start each entry with an action verb such as plan, direct, supervise, design, prepare, type, file or record. Be sure to give the percentage of time based on an annual period of time. For example, if you type, make corrections, copy the annual report of the department and this duty takes an employee an entire week to complete; the employee spent 2% of the year on that project. (Divide number of hours by 2080 to get the percentage)

Section III

A. Education: Describe briefly the level and type of education the employee should have in order to be successful in this position. Please do not list the incumbent's education level and/or type of degree just because he/she has the degree. For example, a Sr. Secretary has a Master's Degree in Sociology; it would not be appropriate to list this as the required level of education.

B. Experience: Describe briefly what type of experience and minimum proficiency an individual would need in order to be successful in the position. The experience should be able to be measured. Human Resources is not able to measure an individual's knowledge unless we have some sort of formal testing procedure; indicate those type of requirements in knowledge/skills/abilities. For example, for a Sr. Secretary position, the hiring official should require two years of secretarial or office experience.

C. Knowledge/Skills/Abilities: Describe the type of knowledge that will be needed in order to be successful in this position. This is where you would put good communication skills, good interpersonal skills, and the ability to get along with others.

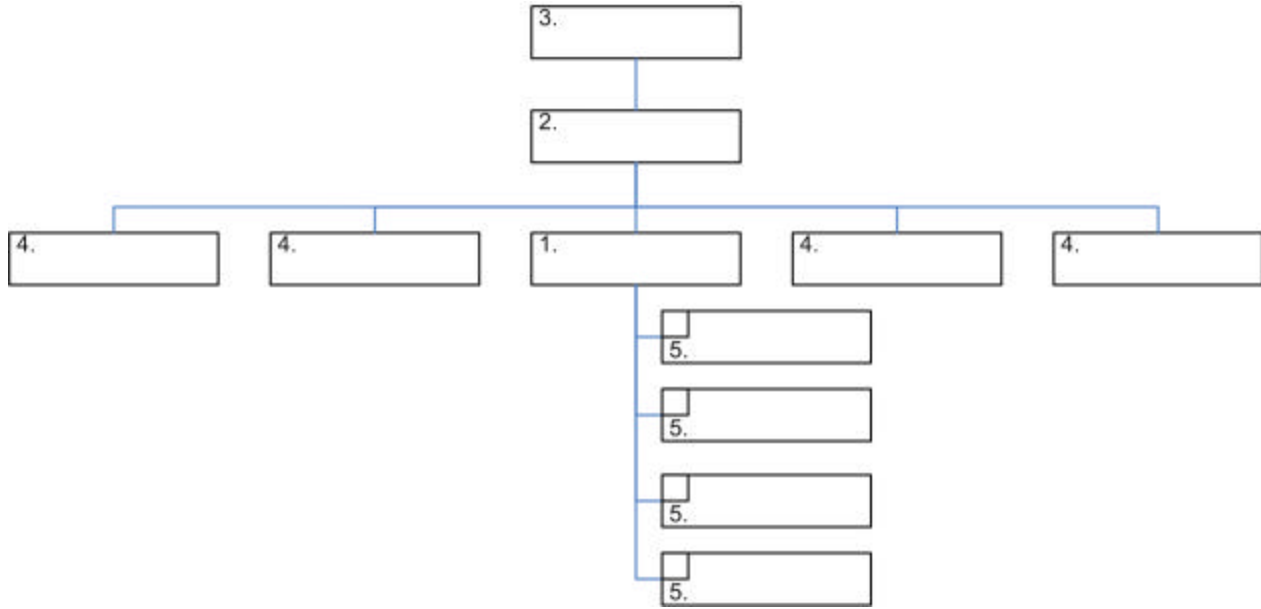
D. Does this position require any special certification/license? Describe briefly any special certificates or license essential to success in the position or that is legally required for the holder of the position.

E. Physical requirements/working conditions: The section normally does not apply to individuals who work in an office. It is typically for Facilities and Public Safety. However, there may be times an office worker needs to be able to lift 25 lbs. In that case this is the section where you would indicate that requirement. If unsure, please complete and Human will determine if it has any direct job relatedness.

F. Does this position have any budgetary responsibilities: Is the incumbent able to sign purchase orders, order supplies, place work orders with Facilities, authorize petty cash, etc. without the supervisor's approval.

G. Describe the type of decisions this position makes and the consequences of error: Describe the decisions that are made both within the institution and outside the institution. What are the repercussions poor decisions? Who does it impact? Does it create ill will for the institution?

EXAMPLE OF HOW TO COMPLETE ORGANIZATIONAL CHART:



Box 1: Name and title of incumbent

Box 2: Name and title of incumbent's supervisor

Box 3: Name and title of incumbent's supervisor's immediate supervisor

Box 4: Name and title of incumbent's peers

Box 5: Titles of positions incumbent supervises (place number of positions in small box)