



POSITION DESCRIPTION

The position description is the foundation for recruiting, classification determination, formulating work plans and performance evaluations. Supervisors are encouraged to review the position description with the employee at the time of the performance evaluation and to consult Human Resources in revising position descriptions prior to changing assignments.

SECTION ONE – General Information

Position Number: _____ Time Base: _____
Classification Title: _____ Working Title: _____
Department: _____

SECTION TWO – Primary Action

RECRUITMENT EXISTING POSITION NEW POSITION

POSITION DESCRIPTION UPDATE
SKILL LEVEL REVIEW
CLASSIFICATION REVIEW

Requested by Employee Management

SECTION THREE – Signatures

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.

Incumbent's Signature: _____ Date: _____
Typed Name and Title: _____

Supervisor's Signature: _____ Date: _____
Typed Name and Title: _____

Dean/Chief Administrators Signature: _____ Date: _____
Type Name and Title: _____

If this form is to request a Classification or Skill Level Review:

Vice President's Signature: _____ Date: _____
Typed Name and Title: _____

SECTION FOUR – Responsibilities and Requirements**(Attach additional pages as needed)**

A. Position summary: (Briefly state the purpose or objective of the position.)

B. Essential job functions: (List the major responsibilities and the estimated percentage of time devoted to each – then indicate the tasks and work activities required to perform each major responsibility/function.)

Example: 25% Provides user support to faculty, students and staff.

a. Installs desktop applications and software.

b. Trains users in software applications.

C. Minimum qualifications required to perform all essential functions: (Indicate work experience including type of work and number of years required; education, if applicable, including desired degree and field of study, and specify certificate or license requirements; e.g., nursing, counseling, lab tech, or automotive and equipment operator.)

D. Knowledge, special skills and abilities required:

E. Equipment used in the performance of the assignment:

F. Specific physical and/or environmental working conditions that relate to the essential job functions of the position:

SECTION FIVE – Additional Information

List major changes in the position since it was last reviewed. Briefly describe what is different about the assignment in terms of responsibility, complexity, authority, and skill levels.

Describe the nature of supervision the employee in the position will receive.

Attach a current Organization Chart of the department/unit

(Indicate class titles and time bases. Indicate this position by an asterisk () on the chart.)*