

POSITION DESCRIPTION

A current organizational chart (including the placement of the proposed new position or reallocation) must be included when submitting this document for review. A scanned copy of this form with all required signatures and the organizational chart must be emailed to the Compensation Manager. The original signed copy should be maintained in the departmental files.

1.	POSITION DATA		
	Action Requested (Select only one): Choose an item.		
		CURRENT (if applicable)	REQUESTED
	Position # (6 Digits): <i>(Leave blank if new position)</i>		
	Name of Employee in Position:		
	Working Title:		
	Full-Time/Part-Time:	Full-Time/Part-Time: Choose an item. Hours per week: Choose an item.	Full-Time/Part-Time: Choose an item. Hours per week: Choose an item.
	Length of Position:	Number of Months: Choose an item.	Number of Months: Choose an item.
2.	SUPERVISOR DATA (Banner & Cornerstone)	SR. DEPARTMENT HEAD DATA (Cornerstone)	
	Name:		
	Title:		
	Position #:		
3.	PRIMARY PURPOSE OF THE ORGANIZATIONAL UNIT: <i>Please provide a brief summary of the department/school that this position is housed, include size of budget (if known), number of staff and faculty, etc.</i>		

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4.	PRIMARY PURPOSE OF THIS POSITION: <i>In 3-4 sentences, briefly but specifically, summarize the primary purpose of this position.</i>

5.	POSITION SUMMARY (New Position) or SUMMARY OF CHANGE (Existing Position): <i>Please describe specifically why you are requesting to create this position or how the duties of this position have changed in terms of job responsibilities.</i>

6.	DESCRIPTION OF WORK:
	<ol style="list-style-type: none"> 1. Describe up to 5 <u>essential functions</u> and up to 2 <u>non-essential functions</u> (includes “other duties as assigned”) of the position, indicating the <u>most important</u> first. Similar tasks should be grouped into one duty/category and described as such. Duties should be specific and concise. If you use acronyms, please spell out the first time. 2. Place an asterisk (*) next to each <u>essential function</u> (those job duties without which the position could not exist). 3. Indicate the percent of time the employee spends in each function. 4. The percentage amounts should add up to 100%. Each function should be in increments of 5%. No more than 5% may be assigned to “other duties as assigned”. Note: For a 35-hour work week, 5% = 1.75 hours per week.

*	#	%	Duties and Responsibilities
*	<i>Ex.</i>	30%	<i>Provides oversight on all the School’s operating budgets totaling over \$500,000. Reviews quarterly budgets with all operating units to ensure operating activity is accurate, appropriate, and in line with the annual budget plan. Manages the summer budget. Monitors and manages all non-labor accounts and discretionary funds; including resource funds, overhead, endowments, and scholarship accounts. Manages joint affiliation payments/deposits. Manages scholarship funds. Reviews and approves Unimarket purchases. Manages computer purchases for the School, including budgeting and purchasing.</i>
	1		
	2		

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7. EDUCATION: *Indicate the minimum level of education generally necessary to effectively perform the position's duties and responsibilities.*

Required Degree: Choose an item.
Field(s) of Study

Preferred Degree: Choose an item.
Field(s) of Study

Check here if experience may substitute for some of the above education and explain how:

8. LICENSES AND CERTIFICATIONS: *Indicate if any licensures or certifications are required or preferred.*

Type	Required or Preferred	Timeframe
Name: Describe:	<input type="checkbox"/> Required <input type="checkbox"/> Preferred	<input type="checkbox"/> Upon hire <input type="checkbox"/> Within 30 days of hire <input type="checkbox"/> Within 90 days of hire <input type="checkbox"/> Within 1 year of hire <input type="checkbox"/> Other:
Name: Describe:	<input type="checkbox"/> Required <input type="checkbox"/> Preferred	<input type="checkbox"/> Upon hire <input type="checkbox"/> Within 30 days of hire <input type="checkbox"/> Within 90 days of hire <input type="checkbox"/> Within 1 year of hire <input type="checkbox"/> Other:
Name: Describe:	<input type="checkbox"/> Required <input type="checkbox"/> Preferred	<input type="checkbox"/> Upon hire <input type="checkbox"/> Within 30 days of hire <input type="checkbox"/> Within 90 days of hire <input type="checkbox"/> Within 1 year of hire <input type="checkbox"/> Other:

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9.	PRE-EMPLOYMENT REQUIREMENTS: Please indicate which of the following activities are involved in this position. This information will allow HR to determine which background checks are appropriate for the position.
	<input type="checkbox"/> Operation of a university vehicle. <input type="checkbox"/> Budget management responsibility and/or handling of cash, credit card, or payment information. <input type="checkbox"/> Direct interaction with minors, including any of the following: <ul style="list-style-type: none"> • Involvement in camps and/or programs with minors on campus. • Interaction with minors while recruiting or working off campus. • <i>Please note: additional background checks are not required for those whose direct contact with minors is limited to prospective students visiting campus or matriculated students at the institution. Direct contact is defined as the care, supervision, guidance, or control of children or routine interaction with children.</i> <input type="checkbox"/> None of the above apply.
10.	WORK EXPERIENCE: Indicate the required work-related experience required to effectively perform the position's duties and responsibilities. Provide additional details, such as type of work, industry, etc. This is not the same as the current incumbent's experience.
	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1-3 years <input type="checkbox"/> 3-5 years <input type="checkbox"/> 5-8 years <input type="checkbox"/> 8+ years, please specify: Please DESCRIBE the work-related experience both required and preferred for this position:
11.	KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE POSITION: Describe knowledge, skills and abilities required for the position. Examples may include analytical, communication, initiative, technical skills, problem solving, collaboration and teamwork, customer service, planning, supervision, leadership, adaptability, professional knowledge, etc.

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12.	TRAVEL REQUIREMENT: <i>Indicate if this position is required to travel to perform the duties and responsibilities. If so, please indicate the percentage of time over the course of the year. Please do not include workshops and conferences.</i>
	<input type="checkbox"/> No <input type="checkbox"/> Yes % of time: <input style="width: 80px; height: 20px;" type="text"/>
13.	ESSENTIAL PERSONNEL: <i>Indicate if this position is required to report to work, to ensure the operation of essential functions or departments during an emergency or when the University has suspended operations. Please refer to TAP 22 for definitions.</i>
	<input type="checkbox"/> No <input type="checkbox"/> Yes
14.	SUPERVISORY RESPONSIBILITIES: <i>Indicate the type and scope of supervisory responsibility for this position. Check only one box. Please be sure to include these supervisory duties in Section 6: Description of Work. Note: this refers to supervision of other employees, not programs or tasks.</i>
15.	PHYSICAL DEMANDS: <i>Indicate the typical physical demands required to effectively handle the position responsibilities and their frequency.</i>
	<input type="checkbox"/> Office environment/no specific or unusual physical demands. <i>If this is checked, there is no need to complete the Physical Requirements Addendum.</i> <input type="checkbox"/> Specific physical requirements. <i>Provide details on Addendum.</i>
16.	WORK ENVIRONMENT: <i>Indicate the type of working conditions this position is exposed to. Check all that apply.</i>
	<input type="checkbox"/> Office Environment: Employees are protected from weather conditions or contaminants, but not necessarily occasional temperature changes.
	<input type="checkbox"/> Outdoor Environment: Employees work outdoors, even on occasion, and may not be protected from weather conditions. <i>Provide details below.</i>

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Hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, or exposure to chemicals or oils in work setting. *Provide details below.*

17. CERTIFICATION: *Employee signature is required if position is currently filled. The supervisor and the Department Head or designee are required to sign to confirm accuracy and completeness of the description.*

SUPERVISOR

Printed Name:	Title:
Signature:	Date:

EMPLOYEE

Printed Name:	Title:
Signature:	Date:

DEPARTMENT HEAD/DESIGNEE

Printed Name:	Title:
Signature:	Date:

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ADDENDUM TO POSITION DESCRIPTION

Physical Requirements

(Not required for office environment positions – see Section 15)

Please check the level of frequency that best describes the physical demands that are **required** to perform the position duties.

For each physical activity and demand below, check the box that applies to the position.

Physical Activity	Number of Hours Per Work Shift				
	0	1-2	3-4	5-6	7-8+
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Stooping/Crouching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling, Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching Overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Physical Demands	Percentage Time Designation			
	Never (0% of time)	Occasionally (1-33% of time)	Frequently (34-66% of time)	Continuously (67-100% of time)
Pushing <25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing 25-49 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing >50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling <25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling 25-49 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling >50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting <25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 25-49 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting >50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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