### JOB DESCRIPTION

<table>
<thead>
<tr>
<th>CURRENT CLASSIFICATION</th>
<th>INCUMBENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION NO. (To be completed by HR)</td>
<td>WORKING TITLE (IF OTHER THAN CLASS TITLE)</td>
</tr>
<tr>
<td>TIME BASE</td>
<td>DEPARTMENT</td>
</tr>
<tr>
<td>NAME/TITLE OF IMMEDIATE SUPERVISOR</td>
<td>NAME/TITLE OF APPROPRIATE ADMINISTRATOR</td>
</tr>
</tbody>
</table>

#### SECTION A: To be completed by the employee

1. **POSITION SUMMARY**: Provide one or more short, specific statements, which outline the purpose of the job.

2. **CHANGES IN RESPONSIBILITIES**: (Leave blank if this is first job description for this position.)
   What changes have occurred in the assigned duties and responsibilities since this position was filled or since the position was last reviewed either by on-site audit or job description review? Be specific. If responsibilities have increased, which ones and in what way? Were new duties added; did they replace other duties? What duties have been eliminated from this position since the last review?
2. TYPICAL PROBLEMS: Provide up to five (5) examples of typical problems you frequently are required to solve or provided recommendation on in this position.

4. SUPERVISION OF OTHERS: Indicate the name, title, and hours per week.

Name/Position Classification

Hrs/week

5. MAJOR RESPONSIBILITIES: Clearly reflect each major responsibility which determines a qualification requirement and/or occupies at least 10% or more of the incumbent's time. List in decreasing order from most important to least important or in order of work sequence. Total may not be more than 100%. DO NOT USE "OTHER AS ASSIGNED."

Examples:  "Provides technical and instructional support including the repair, calibration, and maintenance of equipment."  40%

"Research, purchase materials and supplies."  30%

RESPONSIBILITY
OF TIME
6. LIST OF DUTIES FOR EACH MAJOR RESPONSIBILITY: Provide clear, concise statements which support the major responsibilities. Use action verbs to describe what is done, with or for whom the action is taken and the purpose or outcome to be achieved.

Examples: Clerical responsibilities

"Type course manuals, letters, correspondence, and memoranda in final form for signature and distribution."

"Receive, store, and distribute office supplies for use within the department."

7. PURPOSE AND NATURE OF WORK RELATIONSHIPS: Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

Example: Procurement To solicit information in requisition process Daily
**SECTION B: To be completed by Director/Department Head**

**Position Description – Working Environment**

Check the appropriate box for each of the following items, which most accurately describes the extent of the specific activity, performed by this employee on a daily basis.

**Employee Name _____________________________**

**Department _____________________________**

**Date Prepared _____________________________**

---

**PHYSICAL EFFORT**

<table>
<thead>
<tr>
<th>Number of hours/day</th>
<th>C</th>
<th>1-2</th>
<th>3-4</th>
<th>5-6</th>
<th>7+</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sitting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Standing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Walking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Bending Over</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Crawling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Climbing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Reaching overhead</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Crouching</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Kneeling</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Balancing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Pushing or pulling</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Lifting or carrying</td>
<td>A. 10 lbs or less</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B. 11 to 25 lbs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C. 26 to 50 lbs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>D. 51 to 75 lbs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>E. 76 to 100 lbs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>F. Over 100 lbs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Repetitive use of hands/arms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Repetitive use of legs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Eye/hand coordination</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**MENTAL EFFORT**

<table>
<thead>
<tr>
<th>Number of hours/day</th>
<th>N/A</th>
<th>1-2</th>
<th>3-4</th>
<th>5-6</th>
<th>7+</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Directing Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Writing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Using math/calculation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Talking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Working at various tempos</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Concentrating amid distractions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Remembering names</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Remembering details</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Making decisions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Working rapidly</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Examining/observing details</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Discriminating colors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**ENVIRONMENTAL FACTORS**

<table>
<thead>
<tr>
<th>Number of hours/day</th>
<th>N/A</th>
<th>1-2</th>
<th>3-4</th>
<th>5-6</th>
<th>7+</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inside</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Outside</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Humid</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Hazards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. High places</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Hot</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Cold</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Dry</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Wet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Change of temp</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Dirty</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Dusty</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Odors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Noisy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Working w/others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Working around others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Working alone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SIGNATURES
My signature denotes that this job description is an accurate and correct statement of the duties, responsibilities, and functions assigned to this position.

_________________________________  DATE
INCUMBENT, AND/OR

_________________________________  DATE
SUPERVISOR

_________________________________  DATE
DEAN/DEPARTMENT HEAD/DIRECTOR

_________________________________  DATE
APPROPRIATE ADMINISTRATOR
(If different from above)

_________________________________  DATE
VICE PRESIDENT

PLEASE ATTACH A CURRENT, ACCURATE ORGANIZATION CHART.