
JOB DESCRIPTION

CURRENT CLASSIFICATION

INCUMBENT

POSITION NO. (To be completed by HR)

WORKING TITLE
(IF OTHER THAN CLASS TITLE)

TIME BASE

DEPARTMENT

NAME/TITLE OF
IMMEDIATE SUPERVISOR

NAME/TITLE OF
APPROPRIATE ADMINISTRATOR

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

	Number of hours/day				
	C	1-2	3-4	5-6	7+
1. Sitting					
2. Standing					
3. Walking					
4. Bending Over					
5. Crawling					
6. Climbing					
7. Reaching overhead					
8. Crouching					
9. Kneeling					
10. Balancing					
11. Pushing or pulling					

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
12. Lifting or carrying					
A. 10 lbs or less					
B. 11 to 25 lbs					
C. 26 to 50 lbs					
D. 51 to 75 lbs					
E. 76 to 100 lbs					
F. Over 100 lbs					
13. Repetitive use of hands/arms					
14. Repetitive use of legs					
15. Eye/hand coordination					

	Yes	No
16. Driving cars, trucks, forklifts and other equipment		
17. Being around scientific equipment and machinery		
18. Walking on uneven ground		

MENTAL EFFORT

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

ENVIRONMENTAL FACTORS

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside					
2. Outside					
3. Humid					
4. Hazards					
5. High places					
6. Hot					
7. Cold					
8. Dry					
9. Wet					
10. Change of temp					
11. Dirty					
12. Dusty					
13. Odors					
14. Noisy					
15. Working w/others					
16. Working around others					
17. Working alone					

SIGNATURES

My signature denotes that this job description is an accurate and correct statement of the duties, responsibilities, and functions assigned to this position.

INCUMBENT, AND/OR

DATE

SUPERVISOR

DATE

DEAN/DEPARTMENT HEAD/DIRECTOR

DATE

APPROPRIATE ADMINISTRATOR
(If different from above)

DATE

VICE PRESIDENT

DATE

PLEASE ATTACH A CURRENT, ACCURATE ORGANIZATION CHART.