

## POSITION DESCRIPTION

Use this form to establish a new staff position or revise an existing position. Complete all fields and submit an e-copy to Human Resources.

HR Org Unit Name \_\_\_\_\_ HR Org Unit ID \_\_\_\_\_ Position ID \_\_\_\_\_

Reason for Submitting Position Description: ☐ Existing Position ☐ New Position

Position Title \_\_\_\_\_  
(Final determination rests with HRS - Compensation)

Supervisor (name & title): \_\_\_\_\_

Job Family: \_\_\_\_\_

Sub-Family: \_\_\_\_\_

Career Stream: \_\_\_\_\_

Career Level: \_\_\_\_\_

### Shift

☐ Day ☐ Evening ☐ Night ☐ Rotating

Schedule:

### Education

- Indicate the **minimum** education required. (Check one box only).

Equivalent education and experience will apply when determined necessary.

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> No Minimum Education          | <input type="checkbox"/> HS diploma/GED | <input type="checkbox"/> Vocational/Technical school | <input type="checkbox"/> College course work |
| <input type="checkbox"/> Associate degree              | <input type="checkbox"/> BA/BS degree   | <input type="checkbox"/> MS degree                   | <input type="checkbox"/> Ph.D. degree        |
| <input type="checkbox"/> Professional degree (specify) |   |  |  |

Will experience be accepted in lieu of degree Yes ☐ No ☐

List the course work or degree field(s):

### Experience

- Indicate the **minimum** years of experience required.

☐ No experience required ☐ 0-1 year ☐ 2 yrs. ☐ 3 yrs. ☐ 4-5 yrs. ☐ 6-7 yrs. ☐ 8-9yrs. ☐ 10+yrs.

Describe the type of experience required:

**Knowledge, Skills, Abilities** - List any knowledge, skills or abilities, special training, certificates or licenses.

**Does this position require a Criminal Conviction Records Check?** ☐ No ☐ Yes (If yes indicate the reason below)

### For HR Use ONLY

Job Code \_\_\_\_\_

FLSA Exemption: Non-Exempt ☐ Exempt: ☐

Finalized by \_\_\_\_\_

Date of Finalization: \_\_\_\_\_

**Supervision Exercised:**

**Number of regular Monthly EXEMPT Staff:** \_\_\_\_\_

**Number of regular Bi-Weekly NON-EXEMPT Staff:** \_\_\_\_\_

**Number of regular Monthly Temporary/Student Staff:** \_\_\_\_\_

**Position Summary:**

**DEPARTMENTAL/SCHOOL APPROVALS**

**Approval to Establish/Modify Position:** As supervisor of this position, I am certifying that this description is an accurate reflection of the primary purpose of the position and that the essential duties and responsibilities listed are those that the employee in this position is expected to perform. It does not limit or modify my responsibility or authority to assign and direct the work of the employee.

\_\_\_\_\_  
**Supervisor Signature - REQUIRED**                      Date

\_\_\_\_\_  
**Department Head Signature - REQUIRED**                      Date

\_\_\_\_\_  
**Fiscal Authorization Signature**                      Date  
(i.e. Business Office/Director/VP)- **REQUIRED**

## POSITION DESCRIPTION - QUESTIONNAIRE

The questionnaire should be completed by the incumbent whenever possible. If this is a new position, the supervisor should complete the form.

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**LEARNING PERIOD:** Length of time it would take to learn and perform the essential functions of this position.

- ☐ Up to one month      ☐ 1-3 months      ☐ 4-6 months      ☐ 7-12 months      ☐ 1-2 years

Explanation:

### ORGANIZATIONAL IMPACT

- ☐ Tasks are routine or well-defined, with specific instructions to achieve standardized solutions. Limited impact outside work area. Works with close to moderate supervision.
- ☐ Tasks are typically routine with some deviation from standard practice. Moderate impact inside and outside work area. Works with moderate supervision.
- ☐ Tasks are typically not routine. Moderate to significant impact inside and outside work area. Uses moderate discretion within established operational boundaries. Works with limited supervision.
- ☐ Tasks are typically not routine. Works to achieve day-to-day objectives, and responsible for leading daily operations, within area. Moderate to significant impact inside and outside work area. Responsible for training, delegating and reviewing the work of lower level employees.

Explanation:

### COMMUNICATION & INFLUENCE

- ☐ Most contact is within immediate area on matters requiring little interpretation or explanation.
- ☐ Communicates within department or unit and may require some interpretation or explanation.
- ☐ Communicates with contacts inside and outside department and unit on matter of moderate importance to the organization. Explains practices, procedures, and policies in order to reach agreement.
- ☐ Communicates with contacts inside and outside department, unit or campus on matter of moderate importance to the organization. Explains practices, procedures, and policies in order to reach agreement. Influences others to accept new concepts, practices and approaches.

Explanation:

### PROBLEM SOLVING & COMPLEXITY

- ☐ Problems faced are routine and solutions clearly prescribed. Follows well-established and familiar set of processes. Has responsibility for checking data and information for minor changes.
- ☐ Problems faced are usually routine but solutions may require interpretation of procedures or policies. Checks and makes minor adjustments to work methods and processes. Highlights areas of concern and puts forth solutions in own work area.
- ☐ Problems faced are often unclear and may require some analysis to understand and resolve. Responsible for making minor changes to methods and processes to solve problems or increase efficiency. Independently develops solutions for manager review.
- ☐ Problems faced are unclear and may require understanding of broader set of issues and are frequently more complex. Extensively analyses of the problems to seek understanding of the issue and root cause of the problem. Independently develops solutions for manager review.

Explanation: