**Position Description Terminology**

**Employee Name:** name of the person holding the position for who the update request is being performed.

**Division:** name of the institution at which the position is employed.

**Classification Title:** official title assigned through the classified position descriptions from the Department of Employee Relations.

**Prepared By:** name of the person who wrote the position description; should be the employee.

**Position Control Number:** control number assigned to each position that can be found on the organizational chart.

**Activity:** department or area in which the position is employed.

**Working Title:** unofficial title assigned by the university which the position is commonly referenced.

**Appraisal Period:** date the position description was last reviewed through the date the proposed position description was written.

**Position Purpose:** brief description of the primary purpose or objective of the position providing a fundamental understanding of why the job exists.

**Reportability**

- **Reports to:** position title of the person to which this position reports.
- **Supervises:** position titles of the people reporting to this position.

**Dimensions**

- **Budget:** description of all the budgets and the level of involvement the position has with each budget.
- **Clientele:** description of the positions or groups of people that this position collaborates with, communicates with, or interacts with on a regular basis.

**Principle Responsibilities and Tasks:** description of the most essential principal responsibilities of the position. Below each responsibility, a bulleted list of the supporting tasks showing what is done to fulfill each responsibility achieving the end result.

**Priority:** rating based on the level of necessity associated with the responsibilities. Each responsibility is assigned either A, B, or C.

- **A:** the responsibility is essential, and it must be executed.
- **B:** the responsibility is important, and it should be executed. However, the A responsibilities have priority.
- **C:** the responsibility is wanted, but both the A and B responsibilities have priority.

**Discretion:** rating based on the level of authority the position has to perform responsibilities and make decisions. Each responsibility is assigned either A, B, C, or D.

- **A:** employee analyzes situations, takes action, and informs supervisor only if there are exceptions to the standard review process in place.
- **B:** employee analyzes situations, takes action, and informs supervisor immediately after action is taken.
- **C:** employee analyzes situations, recommends action, makes decisions with supervisors, takes action, and informs supervisor immediately after action is taken.
**D:** employee discusses issues with supervisor, analyzes situations, makes decisions with supervisors, takes action, and informs supervisor immediately after action is taken.

**Percent of Time:** each responsibility should specify an average percentage of time spent performing it.

**Relationships:** description of individuals that this position has direct contact with both inside and outside the organization, and include the reason for the relationship.

**Knowledges, Skills, and Abilities:** description of knowledges, skills, and abilities that are necessary to perform this position’s responsibilities at a minimally acceptable standard, and how they are utilized to achieve the position's responsibilities.

**Knowledge:** understanding of concepts and information through work experience, training, or education that can be verified through testing.

**Skill:** talent that can be demonstrated and verified through testing.

**Ability:** potential to learn new things to be able to fulfill the position’s primary responsibilities.

**Problem Solving:** description of typical problems and the process of solving the problems that this position encounters.

**Freedom to Act:** level of independent authority that the position has over the actions taken to perform the essential job responsibilities.