**Minnesota State Institution: Winona State University**

## MSUAASF Position Description

##### **Employee’s Name:** Click or tap here to enter text.

##### **Working Title:** Click or tap here to enter text.

##### **Position Control Number:** Click or tap here to enter text.

##### **Salary Range present:** Choose an item.

##### **Salary Range proposed:** Choose an item.

##### **Department:** Click or tap here to enter text.

##### **Bargaining Unit:** 211- MSUAASF

##### **Employment Status:** Full Time Part Time

##### **Trave**l: Choose an item.

##### **FLSA Designation present:** Choose an item.

##### **FLSA Designation proposed:** Choose an item.

##### **Created by:** Click or tap here to enter text.

##### **Reports to:** Click or tap here to enter text.

## Resource Management (Factor 2)

##### **Lead worker to:** Click or tap here to enter text.

##### **Annual budget authority:** Click or tap here to enter text.

## Position Purpose

## Responsibilities and Results

1. .

Priority: Choose an item. Percent of Time:

1. .

Priority: Choose an item. Percent of Time:

1. .

Priority: Choose an item. Percent of Time:

1. .

Priority: Choose an item. Percent of Time:

1. .

Priority: Choose an item. Percent of Time:

1. .

Priority: Choose an item. Percent of Time:

1. .

Priority: Choose an item. Percent of Time:

## Minimum Qualifications (Factor 1)

## Preferred Qualifications

## Working Conditions

## Physical Effort

**Physical Requirements**:

**Physical Activities:**



## Communications and Relationships (Factor 3)

## Planning and Assessment (Factor 4)

## Decision Making and Accountability (Factor 5)

*All employees must comply with all department and institution procedures and policies. Minnesota State policies and procedures, as well as local, state and federal laws, regulations, guidelines and business industry standards.*

*This description is intended to indicate the kinds of responsibilities and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.*

*Minnesota State is an Equal Opportunity Employer and Educator.*

|  |
| --- |
| This position description accurately reflects my current job. |
|  |
| **Employee Signature and Date** |

|  |
| --- |
| This position description accurately reflects the employee’s current job. |
|  |
| **Supervisor Signature, Title and Date** |

|  |
| --- |
| This position description accurately reflects the employee’s current job. |
|  |
| **Institution Designee Signature, Title and Date** |

**Supervisory Grid**

Does this position have responsibility for personnel decisions? If so, place check marks in the applicable boxes

|  |  |  |  |
| --- | --- | --- | --- |
|  | For State Employees Only | | |
| **Supervisory Activity** | Participate in process | Make recommendation | Make final decision |
| **Hire:**  Review job applications for selections of interviewees; Interview applicants; Make hire determinations; Conduct probationary evaluations; Make certification decision |  |  |  |
| **Transfer:**  Transfer employee from one department to another; Transfer employee within department but to separate location; Transfer employee from one classification to another |  |  |  |
| **Suspend:**  Write/sign letters of suspension; Remove employee from payroll |  |  |  |
| **Promote:**  Complete/sign promotional rating form; Engage in additional evidence of employee promotion |  |  |  |
| **Discharge:**  Write/sign discharge letter; Remove employee from payroll |  |  |  |
| **Assign work:**  Assign work to employees; Assign overtime; establish work schedules; determine work priorities; Confirm temporary reassignments with department |  |  |  |
| **Reward:**  Enter letters of commendation, etc. in employee file; Grant discretionary bonuses |  |  |  |
| **Discipline:** Issue oral/written reprimand |  |  |  |
| **Direct work:**  Approve position descriptions; Train/orient new employees on job duties; Instruct employees on performance of their job duties; Approve/reject work of employees; Grant/withhold step increases; Conduct performance evaluations and complete forms; Approve time records; Approve/reject vacation/absence leave |  |  |  |
| **Adjust Grievances:**  Hear on management’s behalf at 1st/2nd step; Grant/deny grievances |  |  |  |