
Employee Name:
Division:
Classification Title:
Prepared By:

Position Control Number:
Activity:
Working Title:
Appraisal Period: **To**

EMPLOYEE SIGNATURE/DATE

SUPERVISOR SIGNATURE/DATE

(this position description accurately reflects my current job)

(this position description reflects the employee's current job)

POSITION PURPOSE:

In a short paragraph, one to three sentences, the position purpose should be a brief description of the primary purpose or objective of the position. If appropriate, include the major functions, duties, and responsibilities of the position in a broad overview without going into detail. This should provide a fundamental understanding of the job. Describe the activity first, and then state what the purpose is of doing that activity. The position purpose should answer “why” not “how” position functions. Why does the position exist? What would be affected if the job did not exist? What is the position expected to accomplish?

REPORTABILITY

Reports to: List the position title of the person to which this position reports.

Supervises: List the position titles of the people reporting to this position.

DIMENSIONS (Note that now all positions have relevant dimensions.)

Budget: Include all of the budgets in which this position is involved, and state the level of involvement this position has with the budgets.

Clientele: State the positions or groups of people that this position collaborates with, communicates with, or interacts with on a regular basis.

Make 3 Copies: Employee, Supervisor, Personnel Office

POSITION DESCRIPTION B

EMPLOYEE NAME:

Principle Responsibilities and Tasks

Describe between four and six of the most essential principal responsibilities of the position. This should be a list created in regards to the level of importance rather than the level of frequency, and the list should be descending based on the level of importance. Only items that are permanent tasks of the position should be included as a responsibility. The responsibilities should show the reason for the position's existence.

Assume that the person reading this is not familiar with the duties of the position. The principal responsibilities should begin with "to," followed by an action verb in the present tense, and then the sentence should be completed with factual representation of the work duty. Below each responsibility there should have a bulleted list of the supporting tasks done to fulfill each responsibility achieving an end result. Each of the sentences should begin with an action verb describing what, why, or how the duty is completed. Avoid using verbs that have unclear meanings, since the intention is to clearly and concisely describe the duty being performed. What are the primary responsibilities of the position? What tasks are necessary to fulfill each responsibility? How important is each responsibility? How much time should be devoted to each responsibility?

Priority: Rating based on the level of necessity associated with the responsibilities, and each responsibility should be 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 must be completed first.

C: The responsibility is wanted, but it should be performed after both the A and B responsibilities are fulfilled.

Discretion: Rating based on the level of authority the employee has to perform responsibilities and make decisions, and each responsibility should be assigned either A, B, C, or D.

A: Employee analyzes situations, takes action, and informs only if there are exceptions to the standard review process in place.

B: Employee analyzes situations, takes action, and informs immediately after action is taken.

C: Employee analyzes situations, recommends action, makes decisions with supervisors, takes action, and informs immediately after action is taken.

D: Employee discusses issue with supervisor, analyzes situations, makes decisions with supervisors, takes action, and informs immediately after action is taken.

Percent of Time: Each responsibility should specify an average percentage of time spent performing it. Duties that performed less than 5% of the time should not be included unless it is essential to the job. The total percentages should add up to 100%.

1.

Priority:

Discretion:

Percent of Time:

POSITION DESCRIPTION C

EMPLOYEE NAME:

NATURE AND SCOPE: (RELATIONSHIPS; KNOWLEDGE, SKILLS, AND ABILITIES; PROBLEM - SOLVING AND CREATIVITY; AND FREEDOM TO ACT)

RELATIONSHIPS: Describe individuals that this position has direct contact with both inside and outside the organization, and include the reason for the relationship. This list should include primary contacts focusing on the contacts that are critical to performing the position's crucial responsibilities. It should be individuals or groups that provide work or information to the position or receive work or information from the position. The purpose is to give an overall idea of the position's interactions and communications on a regular basis, so it does not need to be all-inclusive. Inside or outside the University, with who does this position regularly interact to give or receive necessary information?

KNOWLEDGES, SKILLS, AND ABILITIES: Describe any knowledges, skills, and abilities that are necessary to perform this position's responsibilities at a minimally acceptable standard. Also describe knowledges, skills, and abilities that are wanted for performing this position's responsibilities. Include information on how each knowledge, skill, and ability is used to achieve the position's responsibilities. The description should provide an understanding of the minimum levels of knowledges, skills, and abilities necessary to perform the position's responsibilities at entry level. Include any special techniques that are required for this position.

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: Describe typical problems and the process of solving the problems that this position would encounter. Describe the level of investigation and analysis compared to referencing standard procedures for solving the problem. The descriptions should show the amount of independent thinking, judgment, and innovative problem solving skills used to fulfill this position's responsibilities and duties, and they should be problems that are solved independent of supervisor approval. What are regular types of problems associated with this position? What problems does this position encounter that requires investigation and analysis in order to solve them? What problems does this position encounter that causes reference to standard procedures in order to solve them? What problems does this position turn over to the immediate supervisor?

FREEDOM TO ACT: Describe the level of independent authority that this position has in the actions to take to perform the essential responsibilities. Explain the purpose and frequency this position would report to the direct supervisor. Describe policies, procedures, rules, laws, or anything else that might limit the position's freedom to act. To what degree is work assigned, reviewed, and approved by others? What is the highest level of action taken to fulfill this position's responsibilities without approval?