Job Description Form

New Revised Position Number_____ Job Title_____

Department _____ Reports to_____

_____ _____

Prepared By dd-mon-yr Approved dd-mon-yr

HR Approved _____ Date _____
Position Group _____ Grade_____ Position Class _____
Exempt Yes No Security Sensitive Yes No

I. PURPOSE OF THE JOB (What are the end results or objectives of this position? Why does the job exist?)

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (What duties are required for the position to exist? Estimate the percentage of time spent in each.)

III. OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/ important duties performed occasionally or in addition to the essential duties of the position.)

IV. SUPERVISORY RESPONSIBILITIES (Provide the number and type of employees supervised, level of authority to hire and fire to make recommendations.)

V. KNOWLEDGE AND SKILLS (Indicate which are required, preferred, or desirable. Include licenses and certificates.)

VI. EDUCATION/EXPERIENCE (Indicate which are required, preferred or desirable.) Hint – the minimum amount required to successfully perform the positions responsibilities

VII. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions).

VIII. EXTENT OF PUBLIC CONTACT (within and outside the University)

IX. PHYSICAL DEMANDS (Walking, lifting, equipment, operation, etc.)

X. WORKING CONDITIONS AND ENVIRONMENT (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)

Employee Signature and Date	Supervisor Signature and Date