

POSITION DESCRIPTION FORM

I. POSITION:

TITLE: _____

DEPT/DIVISION: _____ Full Time Part Time

COST CENTER NUMBER: _____ Months per Year _____ Hours per Year _____

CLASSIFICATION: Exempt _____ Non-Exempt _____ REVISION DATE: _____

II. POSITION SUMMARY:

Briefly summarize the primary purpose of this position. The available space below is expandable.

III. DUTIES AND RESPONSIBILITIES:

Provide a detailed description of the work performed, indicating the average percentage of time normally devoted to each duty during a one-year period. The spaces below are expandable.

A job function may be determined as "Essential" when one or more of the following conditions apply:

1. The position exists primarily to perform the duty and the absence of the duty would alter the job.
2. The number of other employees among whom the performance of the duty can be distributed is limited.
3. The duty requires a highly specialized skill, expertise, or ability.

ESSENTIAL DUTIES	% of Time Devoted to Function

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SECONDARY DUTIES (All other duties)	% of Time Devoted to Function

IV. KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS:
 List the minimum knowledge, skills, and abilities required to perform the duties of this position.
 The space below is expandable.

V. REPORTING RELATIONSHIPS:

Positions Reporting To This Position: _____

VI.

Employee's Name _____
 Employee's Signature _____ Date _____

VII. APPROVALS:

Supervisor's Name _____
 Supervisor's Signature _____ Date _____
 Division Leader Name: _____
 Division Lead Signature _____ Date _____



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VII. HUMAN RESOURCES:

Grade _____ Notes : _____

Signature Title Date