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| A picture containing logo  Description automatically generated | **Job Description Template** |

**PREPOPULATED SECTION:**

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| Job Title: |  | # Direct Reports: |  |
| Department: |  | Division: |  |
| Reports To: |  | Bargaining Unit: |  |

**EMPLOYEE SECTION:**

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| **Job Summary** |
| In 3 – 4 sentences, briefly but specifically, summarize the work performed. |
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| **Essential Functions** | |
| List up to seven essential functions of the job, indicating the **most** **important** first, and the approximate percentage of time spent on each over the course of a year. **Only** list any duties or responsibilities that require 10% or more (equivalent to half of a day per week or 5 weeks per year) of the job’s time. *Total must equal 100%; if it does not, adjust your entries.* | |
|  | % |
|  | % |
|  | % |
|  | % |
|  | % |
|  | % |
|  | % |
| 1. **Other Duties**   As assigned. | N/A |
| **Total Must Sum to 100%** | 0% |
| This documentation serves as a general outline to illustrate the type of work and qualifications that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities, and qualifications required of the job. | |

**SUPERVISOR SECTION:**

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| **Education Requirements** |
| Indicate the level of education required and preferred for this job. *Please select one option for Required and  one option for Preferred, if appropriate.* |
| |  |  |  |  | | --- | --- | --- | --- | | Required | Preferred | Level of Education | Field of Study (if applicable) | |  |  | High school diploma or GED |  | |  |  | Vocational or technical training or degree |  | |  |  | Associate’s degree |  | |  |  | Bachelor’s degree |  | |  |  | Master’s degree |  | |  |  | Doctoral degree |  | |  |  | Other |  |  |  |  | | --- | --- | | **Can related experience substitute for education?** | Yes  No | | **If yes, provide details regarding the appropriate experience.** |  | |

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| **Other Requirements** |
| Indicate certifications and licensures required and/or preferred for this job. |
| |  |  | | --- | --- | | Required | Preferred | |  |  | |  |  | |  |  | |

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| **Work Experience** |
| Indicate the level of experience required and preferred for this job. *Please select one option for Required and one option for Preferred, if appropriate.* |
| |  |  |  | | --- | --- | --- | | Required | Preferred | Level of Experience | |  |  | Entry level job, no prior work experience required | |  |  | 1 – 3 years | |  |  | 4 – 7 years | |  |  | 8 – 10 years | |  |  | More than 10 years | |  |  | Not applicable |   **Type/Field of Experience:** |
| |  |  |  | | --- | --- | --- | | **Supervisory Responsibilities (if applicable)** | | | | Indicate the type and scope of supervisory responsibilities that most accurately describe this job. *Select one.* | | | |  | **Direct Supervisor:** Direct authority to make decisions on the following: employee hiring, disciplinary action, starting salaries and increases; conduct employee performance evaluations. | | |  | **Team Lead:** Serves as a lead over other employees and may be responsible for training, scheduling, or assigning work. May recommend the following to the direct supervisor: employee hiring, disciplinary action, and starting salaries; provides input on employee performance evaluations. | | |  | **Supervises Student Workers/Volunteers/Interns:** May recommend the following: hiring, disciplinary action, staffing assignments, and scheduling. | | |  | **None:** Does not have any supervisory responsibilities. | | | **Number of Direct Staff Supervised:** | |  | | **Level of Direct Staff Supervised:** | | Individual Contributor(s)  Supervisor(s) | |
| **Fiscal Responsibility (if applicable)** |
| Select all that apply to this job’s requirements. Please provide additional comments if appropriate. |
| |  |  |  | | --- | --- | --- | | Does this job have budget responsibilities? | Yes | No | | If yes, check the level of involvement listed below: |  | | | Developing  Planning/Forecasting  If yes, include dollar amount: | Monitoring/Tracking  Validating & Paying Invoices | | | Does this job have Grants budget responsibilities? | Yes | No | | If yes, check the level of involvement listed below: |  | | | Developing  Planning/Forecasting  If yes, include dollar amount: | Monitoring/Tracking  Validating & Paying Invoices | | | Additional comments: | | | |

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| **Decision Making** | |
| Indicate the impact of the decisions typically made by this job. *Select one.* | |
|  | Decisions generally affect own job or specific functional area. |
|  | Decisions may affect a work unit or area within a department. May contribute to business and operational decisions that affect the department. |
|  | Decisions have major implications on the management and operations of an area within a department. Job may contribute to important strategy, operational, and business decisions that affect the department. |
|  | Decisions have significant, broad implications for the management and operations of a division. Job contributes to decisions on the overall strategy and direction of the institution. |
| Provide additional information if required: | |

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| **Problem Solving** | |
| Indicate the nature of problems regularly encountered by this job. *Select one.* | |
|  | Problems encountered are routine, somewhat repetitive, and generally solved by following clear directions and procedures. |
|  | Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills as well as general precedents and practices. |
|  | Problems are highly varied, complex, and often non-recurring; may require novel and creative approaches to resolution. New concepts and approaches may have to be developed. |
| Provide additional information if required: | |

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| **Independence of Action** | |
| Indicate the job’s general degree of independence of action. *Select one.* | |
|  | Work is closely monitored by supervisor/manager; detailed instructions and procedures are generally provided. |
|  | Work progress is monitored by supervisor/manager; incumbent follows precedents and procedures and may set priorities and organizes work within general guidelines established by supervisor/manager. |
|  | Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems. |
|  | Results are NOT defined; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist. Supervisor/manager provides broad guidance and overall direction. |
| Provide additional information if required: | |

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| **Communication and Collaboration** |
| Select the statement(s) that best describe(s) the type of contacts, interactions, or sharing of information that the job has on a regular basis, and/or that are required in this job. *Select all statements that apply.* |
| Contacts and information sharing are primarily within the job’s working group, department, and/or division. |
| Contacts and information sharing are external to the job’s department, but internal to the University. |
| Contacts and information sharing are external to the University for the primary reason of scheduling, coordinating services, etc. |
| Contacts and information sharing are external to the University, for the primary reason of conducting business relevant to the scope of the job (i.e., outreach, engaging external organizations, compliance, etc.) |

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| **Knowledge, Skills, and Abilities** |
| Indicate the knowledge, skills, and abilities expected from this job and the proficiency at which these categories  are exemplified. |
| |  |  |  |  | | --- | --- | --- | --- | | Proficiency | Beginner | Intermediate | Expert | | **Analytical Thinking:** Ability to identify issues, obtain relevant information, analyze and compare data from different sources, and identify alternative solutions. |  |  |  | | **Critical Thinking:** Interprets and seeks information, uses independent reasoning to diagnose the root cause of situations or issues, identifies and tests solutions and thinks beyond what is typical or customary. Uses information to determine benefits and impact in making decision and/or recommendations. |  |  |  | | **Project/Program/Service Management:** Ability to coordinate and administer programs/project activities and protocols. Ability to manage resources, monitor activities, and assess risks and quality issues associated with the program/project. |  |  |  | | **Written and Oral Communications:** Ability to present information to individuals or groups; ability to deliver presentations suited to the characteristics and needs of the audience. Ability to convey information clearly and concisely to groups or individuals either verbally or in writing to ensure that they understand the information and the message. Ability to listen and respond appropriately to others. Ability to impact and influence others to further the institution’s strategic objectives. |  |  |  | | **Technical, Computer, and Software Skills:** Ability touse Microsoft Office (Excel, PowerPoint, Word) and basic databases and software. |  |  |  | | **Additional *Optional* Knowledge, Skills, and Abilities (maximum of two)** | | | | |  |  |  |  | |  |  |  |  | |

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| **Travel Demands** | |
| Indicate the option that best describes the normally expected travel demands for this job. | |
|  | Seldom (1 – 3 times per year) |
|  | Moderate (once per month) |
|  | Frequent (multiple times per month) |
|  | None |

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| **Remote Work** | |
| Indicate the option that best describes the **ability** of this job to work remotely. | |
|  | Can regularly work remotely |
|  | Cannot regularly work remotely |

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| **Physical Demands** | |
| Indicate the typical physical and/or environmental demands required to effectively handle the job responsibilities and their frequency. | |
|  | Office environment/no specific or unusual physical or environmental demands. |
|  | Specific physical requirements or environmental exposures. **If selected, complete the additional physical requirements and work environment questions.** |

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| **Physical Requirements** | | | | |
| **Physical Requirements:** Indicate the level of frequency that best describes the physical demands that are required to perform the job duties. For each physical activity below, select the box that applies to the job. | | | | |
| Physical Activity | Frequency of Activity | | | |
| Not Required | Seldom | Often | Continuously |
| Sitting |  |  |  |  |
| Repetitive hand motion (such as typing) |  |  |  |  |
| Hearing, listening |  |  |  |  |
| Talking |  |  |  |  |
| Standing |  |  |  |  |
| Walking |  |  |  |  |
| Bending |  |  |  |  |
| Stooping |  |  |  |  |
| Climbing stairs/ladders |  |  |  |  |
| Kneeling, squatting |  |  |  |  |
| Crouching |  |  |  |  |
| Crawling |  |  |  |  |
| Reaching overhead |  |  |  |  |
| Pulling, pushing |  |  |  |  |
| Shoveling |  |  |  |  |
| Lifting – up to 20 pounds |  |  |  |  |
| Lifting – up to 50 pounds |  |  |  |  |
| Lifting – over 50 pounds |  |  |  |  |

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| Work Environment | |
| This section describes current working conditions, **please select all that apply**. | |
|  | Outdoor Environment: Employees work outdoors and may not be protected from weather conditions. | |
|  | Noise: There is sufficient noise to cause you to shout in order to be heard above the noise level. | |
|  | Hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts of machinery or tools used to perform work, moving vehicles, electrical current, working on scaffolding and high places, or exposure to chemicals. | |
|  | Oils: There is air or skin exposure to POLS (Petroleum, Oil and Lubricants) or other cutting fluids. | |
|  | Atmospheric Conditions: Conditions that affect the respiratory system, such as fumes, odors, dusts, mists, gases, or poor ventilation. | |
|  | Close Quarters: Employees are frequently required to work in crawl spaces, shafts, man holes, sewage and water line pipes, and other areas that could cause claustrophobia. | |

**APPROVAL SIGNATURES (*Typed name is acceptable for electronic submission)***

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|  |  | Click to enter date. |
| Supervisor Name | Supervisor Signature | Date |
|  |  | Click to enter date. |
| HR Name | HR Signature | Date |