

POSITION DESCRIPTION

This form is a guideline for Department HR, departments can edit the format as needed (i.e. converting to PDF or Google doc)

SECTION 1 - POSITION INFORMATION

Today's Date: _____ Job Profile #: _____ Position #: _____

Department: _____ Division/Supervisory Organization: _____

Job Profile Title: _____

Job Posting Title/Business Title (*Working Title*): _____

Employee Name/Employee ID #: _____

Supervisor Name/Title: _____

SECTION 2 – JOB PROFILE SUMMARY

In **2 sentences or less**, summarize the position's purpose. How would you describe this work to someone unfamiliar with the assigned position? Why does this job exist?

SECTION 3 – JOB RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

Most jobs generally consist of five to eight (5-8) major functions related directly to the purpose of the position. List functions in descending order. **DO NOT list functions that take less than 10% of the time and enter all functions in increments of 5%.** Typically, the top three to four (3-4) most critical functions summarize approximately 60-70% of the assigned work. Essential functions as defined under the Americans with Disabilities Act may include the following duties and responsibilities, knowledge, skills and other characteristics. Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this classification. These essential functions should be items that the incumbent can do with or without reasonable accommodations.

RESOURCE: PERCENTAGE OF TIME EQUIVALENCY GUIDELINES FOR JOB RESPONSIBILITIES

Percentage	Daily	Weekly	Monthly	Annually
10%	1 hour	4 hours	2 days	5 weeks
15%	1 ½ hours	6 hours	3 ½ days	8 weeks
20%	2 hours	8 hours	4 ½ days	10 weeks
25%	2 ½ hours	10 hours	5 ½ days	13 weeks

% of Time	JOB RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)
%	A.
%	B.
%	C.
%	D.
%	E.
%	F.
%	G.
N/A	Z. Perform other duties as assigned. (This is the last responsibility to be entered by the HR Partner. Do not add a percentage or duties under this statement.)
100%	

SECTION 4– LICENSES AND CERTIFICATIONS

Licenses and certifications that are required for all positions in a Job Profile are listed under the Minimum Qualifications section on the Job Profile.

In addition to required licenses and certificates, add position-specific requirements below. HR Partners can add or edit position-specific licenses and certifications once an employee is in the position, which will display on the Position page under Job Classifications.

PROFESSIONAL LICENSURES, CERTIFICATIONS, DESIGNATIONS	AWARDING AGENCY

ADDITIONAL COMMENTS:

For reclassifications, include the following information in the comments field:

- Current Job Profile:
- Brief Reason for Reclassification:
- Effective Date (no more than 6 months prior to date received by Class Comp):
- Date the change in duties and responsibilities occurred:
- Desk Audit Request (if applicable)

Please contact your Department Human Resources regarding special KSAs, do not enter them here.

SIGNATURES

Class Comp assumes that position descriptions have been reviewed and approved by the required parties and the information is current, accurate, and complete.

Employee (required)	Print Name	Date
Supervisor (required)	Print Name	Date
Division/Department Head	Print Name	Date
Department HR Manager/Analyst (required)	Print Name	Date

RISK MANAGEMENT

JOB CLASSIFICATIONS including, Environmental Factors, Physical Factors, and Working Environment

Under the Job Classification Section, Environmental Factors, Working Conditions, and Working Environments statements are assigned to the Job Profile and Position levels in Workday:

- Job Classifications assigned to the Job Profile can be reviewed by selecting the Job Profile page.
- Job Classifications assigned to the Position can be reviewed by selecting the employee page.

WORKING CONDITIONS

Environmental factors, working conditions, and working environments need to be filled out and kept on file in departments or with Risk Management and should be updated annually. This section is not entered into Workday. Please contact Risk Management with any questions.

ACTIVITY	Relative Frequency in Performing Essential Functions				
	Not Required	10% Or Less	Seldom 10% - 25%	Moderately 25% - 50%	Often 50% or more
Balancing	☐	☐	☐	☐	☐
Bending	☐	☐	☐	☐	☐
Climbing Ladders	☐	☐	☐	☐	☐
Climbing Stairs	☐	☐	☐	☐	☐
Crawling, Crouching	☐	☐	☐	☐	☐
Discharging A Firearm	☐	☐	☐	☐	☐
Eye/Hand Coordination	☐	☐	☐	☐	☐
Hearing, Listening	☐	☐	☐	☐	☐
Kneeling, Squatting	☐	☐	☐	☐	☐
Lifting – Up to 10 pounds	☐	☐	☐	☐	☐
Lifting – Up to 20 pounds	☐	☐	☐	☐	☐
Lifting – Up to 30 pounds	☐	☐	☐	☐	☐
Lifting – Up to 50 pounds	☐	☐	☐	☐	☐
Lifting – More than 50 pounds	☐	☐	☐	☐	☐
Manual Dexterity	☐	☐	☐	☐	☐
Operate A Motorized Vehicle	☐	☐	☐	☐	☐
Pulling, Pushing	☐	☐	☐	☐	☐
Reaching Overhead	☐	☐	☐	☐	☐
Repetitive Hand Motion (i.e. typing)	☐	☐	☐	☐	☐
Running	☐	☐	☐	☐	☐
Shoveling	☐	☐	☐	☐	☐
Sitting	☐	☐	☐	☐	☐
Communication	☐	☐	☐	☐	☐
Talking	☐	☐	☐	☐	☐
Standing	☐	☐	☐	☐	☐
Stooping	☐	☐	☐	☐	☐
Walking	☐	☐	☐	☐	☐
Vision – Ability to identify/distinguish color	☐	☐	☐	☐	☐
Vision – Depth perception	☐	☐	☐	☐	☐
Vision – Near vision less than 20 inches	☐	☐	☐	☐	☐
Vision – Midrange 20 inches to 20 feet	☐	☐	☐	☐	☐
Vision – Distance 20 feet or more	☐	☐	☐	☐	☐
Job Specific:	☐	☐	☐	☐	☐
Job Specific:	☐	☐	☐	☐	☐