

Your Name:

Your Job Title:

Your Work Hours:

Department:

Number of years in this position:

Date:

Your Supervisor's Name:

Your Supervisor's Job Title:

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Your Supervisor's review (signature):**I. POSITION SUMMARY**

Please summarize the overall objective or purpose of your position by writing a one or two sentence statement, highlighting the major end results expected and the way your job contributes to achieving the objectives of the department. For example, how would you briefly describe your job to a colleague in another department? Or, how would you write a one paragraph newspaper "help wanted" ad for your position?

**II. EDUCATION, TRAINING, AND EXPERIENCE**

This section is devoted to identifying the background needed to perform the responsibilities of the position in a satisfactory manner. Please indicate below what you believe are the necessary qualifications for the job. In other words, if you were hiring someone for this job, what background would you look for?

**1. Formal Education, or Equivalent:****2. Length of Experience:****3. Types of experience and/or specialized training:****4. Licenses, Registrations, Certificates:****5. How long would it take a new employee, with the background described above, to perform this job satisfactorily?****6. Learned Physical Skills or Abilities to qualify for this job:****Time to learn them:**

### III. NATURE AND SCOPE:

This section is intended for you to describe certain relationship & performance environment aspects that are important to carrying out your duties and responsibilities.

**A. Working Relationships.** Please give examples of the people and/or organizations you need to work with to complete your job duties?

<u>Contact (title/function)</u>	<u>Reason for Contact</u>	<u>Frequency?</u>

**B. Decision Making.** Please give one or two examples of the most important or significant work, technical, procedural, personnel, budget, policy, and program decisions that you make.

**C. Problem Solving Challenges.** Please give one or two examples of the most difficult problems you must solve or the challenges you encounter on a regular basis to complete your work assignments.

<u>Example of Problem of Challenge</u>	<u>Typical Solution</u>

**D. Supervision of Others.** If you lead or supervise other College employees, which statements best describe your responsibility?

- ( ) Lead others. How many employees? \_\_\_\_
- ( ) Review the work of others.
- ( ) Prioritize assignments.
- ( ) Conduct performance review interviews.  
How many employees? \_\_\_\_\_

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**E. Use of Equipment.** What equipment are you required to use in your job? (e.g., office equipment, power tools, machinery)

**F. Working Environment.** Please check all the items listed below that can help describe the working conditions and special demands of your job. Make your estimates for normal conditions, not extreme situations. **Check all that apply.**

**1. Regularity of Work Hours**

- regular, per the established work schedule
- recurring late/early hours (less than 4 hours per week)
- frequent early/late hours (not compensated for)

**2. Work on a computer screen:**

- less than 25%
- 25 - 50%
- more than 50%

**3. Physical Movements**

- Climbing or pulling self upward, % of time \_\_\_\_
- Kneeling/stooping/crawling/crouching, % of time \_\_\_\_
- Balancing, on unstable surfaces, % of time \_\_\_\_
- Guiding, feeding materials into proper position, % of time \_\_\_\_

**4. Physical Effort:**

- ordinary office, mostly sitting
- extended standing, some lifting under 10 lbs, % of time: \_\_\_\_
- lifting, objects under 50 lbs, list % of time: \_\_\_\_
- lifting, objects over 50 lbs, list % of time \_\_\_\_
- operation of demanding equipment. list % of time: \_\_\_\_

**5. Health/Safety Exposure:**

- Noise extremes, list % of time exposed: \_\_\_\_\_
- Ventilation extremes, list % of time exposed: \_\_\_\_\_
- Bad weather, list % of time exposed: \_\_\_\_\_
- Safety Hazards, list % of time exposed: \_\_\_\_\_
- Contamination, exposure to disease or toxic substances, list % of time exposed: \_\_\_\_\_
- list % of time exposed: \_\_\_\_\_

**IV. ESSENTIAL RESPONSIBILITIES**

What are the major duties and responsibilities of your position? And how are they performed? Please list, in order of importance, brief statements describing the duties that you perform or the work for which you are accountable. Please indicate how you accomplish each major duty and how you would know how well it has been accomplished. As a general rule, a "major duty" should be listed only if it represents more than 5% of your time.

Please describe the major duties or responsibilities of your job in order of importance.

Responsibility.

Explain the steps, tasks, or activities that are required to accomplish this duty.

Steps, tasks, activities.

How would you measure how well you have accomplished this duty?

Result or end product.

Responsibility.



Steps, tasks, activities.



Result or end product.



Responsibility.



Steps, tasks, activities.



Result or end product.



Responsibility.



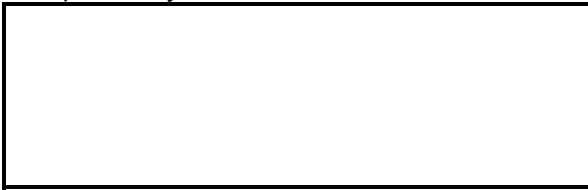
Steps, tasks, activities.



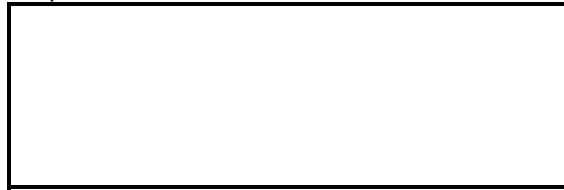
Result or end product.



Responsibility.



Steps, tasks, activities.



Result or end product.



Responsibility.



Steps, tasks, activities.



Result or end product.



## V. COMMENTS AND SUPPLEMENTAL INFORMATION

**A. Career Ladders.** Please indicate other positions that you could advance to, after becoming good at performing this position.

**B. Learning New Skills and Abilities.** What new skills do you believe you could learn, or should be learning, while in your present job, that would qualify you for one of the positions, you listed above.

When you have completed the worksheet, please forward it to your immediate supervisor for review.

**C. Comments.** Please use this space for information you believe is important to conveying a good basic understanding of the job, and may not have been covered elsewhere in the job description worksheet.

When you have completed the worksheet, please forward it to your immediate supervisor for review.

**D. Supervisor Comments.**

Supervisor, please forward your materials to Human Resources.