



POSITION DESCRIPTION FORM

Instructions: The position description form should be completed for all new and vacant staff positions. The form is also used to request a classification review of the position. After completion of the form, a signed copy should be given to the employee (if the position is filled), one placed in the department files, and one copy forwarded to the A.S. Coordinator of Administrative and Human Resources.

A. ACTION REQUESTED:

- Establishment of a new position
Review of a current vacant position
Request to initiate a classification review of a filled position
Update an existing job description (no review requested)

Name of current incumbent (if filled position):

(If vacant, name of previous incumbent):

Job (Classification) Title:

Working Title:

Time Base:

Department Name:

B. POSITION SUMMARY: Please describe the primary function of the position.

C. MAJOR DUTIES: List the most significant duties of this position in order of importance. Indicate the approximate percentage of time spent on each area of responsibility. The percentage of time should total 100. (Use additional sheets if necessary.)

DESCRIPTION OF DUTIES:

PERCENTAGE OF TIME:

- Bulleted list of five empty rows for describing duties.

-
-
-
-

D. EQUIPMENT:

List any special machines, tools, and equipment that must be used on a regular basis. Note: This section must be completed for any Information Technology (IT) positions.

List below the type of computer or technology systems that will be utilized on a regular basis, including operating systems, software, and applications. (Attach additional sheets if necessary.)

Computers/Systems	Software/Applications	Purpose and Desired Results
1.		
2.		
3.		
4.		

E. ADDITIONAL KNOWLEDGE, SKILL, EXPERIENCE, AND/OR LICENSES:

Note any additional knowledge, skills, experience, certificates, education, or licenses that are required or you think are important for this position.

F. SUPERVISION:

Name of Supervisor: _____

Job (Classification Title): _____

List name and title of employees that this position will supervise directly (if applicable).

Name

Job Title

