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| --- | --- |
|  | POSITION Description |

***Please download this form and work on that downloaded copy. Online edits will not save.***

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| --- | --- | --- | --- | --- |
| **Employee Name:**  |       | **Employee ID:**  |       | **Campus** (*check one*): [ ]  Twin Cities[ ]  Crookston[ ]  Duluth[ ]  Morris[ ]  Rochester |
| **College/Admin Unit:**  |       |  |  |
| **Department/Unit:**  |       |  |  |
| **Classification Title:**  |       | **Job Code:**  |       |  |
| **Working Title:**  |       |  |  |

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| **By entering my name , I am certifying that this information accurately reflects my position.** |
|  |  |
| *Employee Name* | *Date* |
|  |  |
| *Supervisor Name* | *Date* |

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| **Summary:** In 3-4 sentences, briefly but specifically, summarize the primary purpose of the work performed. |
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| **Essential Functions:** *Primary responsibilities an employee* ***must*** *perform, with or without reasonable accommodation.* List up to six **essential functions** of the position, indicating the **most important** first, and the approximate percentage of time spent on each over the course of a year. **Only** list duties or responsibilities that require 10% or more (equivalent to half of a day per week or 5 weeks per year) of the position’s time. |
| --- |
| 1.
 |
|  |       *% of Time*  |
| 1.
 |
|  |       *% of Time*  |
| 1.
 |
|  |       *% of Time*  |
| 4.       |
|  |       *% of Time* |
| 5.       |
|  |       *% of Time*  |
| 6.       |
|  |       *% of Time*  |
| If there are any additional essential functions that account for less than 10% of time, list them below:      |

| **Budget Responsibilities:** Check the item(s) below that describe the incumbent’s involvement in the budgetary process.  |
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| **[ ]**  Not Applicable | **[ ]**  Plan | **[ ]**  Prepare | **[ ]**  Forecast | **[ ]**  Monitor | **[ ]**  Approve |
| *Describe:* |

| **Education:** Indicate the **minimum level** of education required to effectively perform the position’s essential functions. If a higher level of education is preferred, please indicate that as well. **Check only one educational level in each column.** |
| --- |
| Required | Preferred |  | **Field of Study:** |
| [ ]  | [ ]  | Doctoral/advanced degree |       |
| [ ]  | [ ]  | Master’s degree |       |
| [ ]  | [ ]  | Bachelor’s degree |       |
| [ ]  | [ ]  | Associate’s or vocational/technical school degree |       |
| [ ]  | [ ]  | Vocational or technical training |       |
| [ ]  | [ ]  | High school diploma or GED |  |
| [ ]  | Check here if experience may substitute for some of the above education. |
| Other professional licensures, certifications, or designations required:       |

| **Work Experience:** Indicate the **minimum level** of work related experience required to effectively perform the position’s responsibilities. This is not necessarily the same as the incumbent’s experience. **Check only one box.**  |
| --- |
| [ ]  Less than 12 months | [ ]  1 – 3 years | [ ]  3 – 5 years | [ ]  5 – 8 years | [ ]  More than 8 years | [ ]  Other |

| **Time to Proficiency:** Indicate the **minimum level** of time required to be fully proficient in the position. **Check only one box.**  |
| --- |
| [ ]  One month or less | [ ]  Three months | [ ]  Six months | [ ]  One year | [ ]  More than a year |

| **Problem Solving:** Indicate the nature of problems regularly encountered by this position. **Check only one box.** |
| --- |
| [ ]  | Most situations resolved using standard procedures and established guidelines |
| [ ]  | Situations somewhat varied; requires application of specific technical skills and expertise |
| [ ]  | Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified |
| [ ]  | Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required |
| *Provide an example to support your selection above:*      \*Response required |

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| **Independence of Action:** Indicate the position’s independence of action. **Check only one box**. |
| [ ]  | Works under general supervision; progress and outcomes are frequently reviewed |
| [ ]  | Outcomes are monitored by supervisor/manager; incumbent follows precedents and procedures, sets priorities, and organizes work within general guidelines |
| [ ]  | Existing practices are used as guidelines to determine work methods; incumbent works independently and resolves most problems without assistance |
| [ ]  | Incumbent sets own goals and determines how to accomplish results with few guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction |
| *Provide a typical example to support your selection above:*       \*Response required |

| **Physical/Environmental Demands:** Indicate the typical physical and/or environmental demands required to effectively handle the position responsibilities and their frequency. |
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| [ ]  Office environment / no specific or unusual physical or environmental demands. |
| [ ]  Specific physical requirements or environmental exposures. |
| *Provide examples if the specific physical requirements box is checked (e.g., exposure to hazardous materials):*      \*Response required |

| **Additional Information:** Please describe as clearly and concisely as possible any additional information that would be important to fully understand the role, responsibilities, nature and scope of the position. |
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|       |

| ***COMPLETE THIS SECTION ONLY IF THIS POSITION HAS NON-STUDENT SUPERVISORY RESPONSIBIILITIES.*****Supervisory Duties:**  Indicate the type and scope of supervisory responsibilities of this position by checking the box that best applies. |
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| **Percentage of time spent on (non-student) supervisory duties: %**  |
| **Are hours of work generally different than the incumbent’s immediate supervisor?** | **[ ]**  Yes  |  **[ ]**  No |
| **Is the work area in a different location than the incumbent’s immediate supervisor?** | **[ ]**  Yes  |  **[ ]**  No |

| **Please note responsibility for the following duties:** |
| --- |
| *LEAD WORK = mix of 0s, 1s, 2s* *SUPERVISORY = majority of 2s* | *0 – no responsibility* *1 = may provide input to supervisor**2 = full authority and/or recommendations almost always followed* |
| **Hiring** |
| Selects applicants to be interviewed? | 0 | 1 | 2 |
| Interviews applicants? | 0 | 1 | 2 |
| Makes hiring decision? | 0 | 1 | 2 |
| **Transfer** |
| Authorizes/approves transfer of employee to another work area? | 0 | 1 | 2 |
| **Suspend** |
| Issues suspension of an employee? | 0 | 1 | 2 |
| Writes the substance of a written letter for suspension? | 0 | 1 | 2 |
| **Promote** |
| Has authority to promote an employee (reclassification or hire)? | 0 | 1 | 2 |
| **Reward** |
| Grants merit increases or similar salary adjustments | 0 | 1 | 2 |
| **Please note responsibility for the following duties:** |
| *LEAD WORK = mix of 0s, 1s, 2s* *SUPERVISORY = majority of 2s* | *0 – no responsibility* *1 = may provide input to supervisor**2 = full authority and/or recommendations almost always followed* |
| **Direct Work** |
| Trains or orients new employees in the performance of their job duties? | 0 | 1 | 2 |
| Rejects or approves work of an employee | 0 | 1 | 2 |
| Conducts and/or signs performance reviews as the employee’s supervisor? | 0 | 1 | 2 |
| **Assignment of Work** |
| Assigns work and direct priorities to employees? | 0 | 1 | 2 |
| **Discharge** |
| Issues discharge of an employee? | 0 | 1 | 2 |
| **Discipline** |
| Issues oral and/or written warnings to an employee? | 0 | 1 | 2 |
| **Grievances** |
| Hears and responds to grievances on behalf of the University? | 0 | 1 | 2 |
| Grants or denies a grievance? | 0 | 1 | 2 |

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| **Supervisory Duties: (Non-Student) Employees Supervised** |
| *Please include number of employees for each classification and whether Seasonal/PT/FT.* |
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**Appendix**

***Responses are required in the following sections of the document:***

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| Cover Sheet: Provide the employee information requested and include signatures. The reclassification will NOT be processed without the employee and supervisor signatures. |
| Summary: Using a few sentences, describe how the position supports the work of the unit and provide the overall objectives for the position. |
| Essential Functions: Essential functions are the major job responsibilities that an employee must be able to perform, with or without reasonable accommodation. If there are essential functions of the position that re performed less than 10% of the time, include that information in the box at the end of this section. |
| Budget Responsibilities: Describe the incumbent’s involvement in the budgetary process. |
| Education: Indicate the minimum level of work related experiences required to effectively perform the position’s responsibilities. Do not indicate the experience of the incumbent. |
| Work Experience: Indicate the minimum level of work related experience required to effectively perform the position’s responsibilities. Do not indicate the experience of the incumbent. |
| Time to Proficiency: Indicate the minimum level of time required for a new employee to be able to satisfactorily perform the essential responsibilities of the position. Do not just indicate the length of the probationary period. Do not describe how long it takes to learn every aspect of the job. |
| Problem Solving: Indicate the nature of the problems regularly encountered by this position. Provide example(s) to support item selected with specifics regarding how much discretion the employee has in deciding how to do things and the level of original thinking or creativity may be required. |
| Independence of Action: Indicate the person’s independence of action. Provide specific example(s) regarding how assignments are usually given to the employee and how much oversight and guidance the employee needs during the course of the assignment to accomplish the desired goals. |
| Physical/Environmental Demands: Describe the physical/environmental requirements of this position. Include whether long periods at a computer terminal or standing at a service counter may be required. It is also important to provide any unusual environmental conditions, such as loud noises, cold temperatures, confined spaces, dust, or fumes. |
| Additional Information: Please describe as clearly and concisely as possible any additional information that would be important to fully understand the role, responsibilities, nature and scope of the position. |
| Supervisory Duties: Complete this section only for positions that have non-student supervisory duties. |