

V. Documentation of Job Content

When appropriate, the employee is to be asked to complete this section. However the supervisor has ultimate responsibility for its accuracy and completeness.

So that Human Resources may properly evaluate the Job Description, please provide detailed responses. (For assistance in completing this section, please refer to Guidelines for Preparing Job Descriptions for Staff Positions.)

A. Duties, Responsibilities, Performance Standards, and Percentages of Time.

Percentage of Time	Duty or Responsibility	Related Performance Standard
%	_____	_____
%	_____	_____
%	_____	_____
%	_____	_____
%	_____	_____
%	_____	_____
%	_____	_____

B. The Following statements **MUST be completed to evaluate this description. (If necessary, use a separate sheet.) **In order to perform the duties of this position, plain:****

1. The minimum knowledge/education level required. (All qualifications listed **must** be job related. State the minimum type and level of education and/or skills necessary and why they are necessary. Keep in mind that relevant experience can be substituted for formal education requirements.)
2. The minimum experience level required. (Again, all qualifications listed **must** be job related.)
3. The amount of supervision received by the incumbent. (What is the job class code and working title of the supervisor? How, and to what extent, is the incumbent’s work checked? Note the distinction between initial or special training and ongoing supervision.)
4. The analytical skill required. (What is the complexity or standardization of the tasks which are preformed?)
5. **Both** the level and budget volume (Dollar Amount) of financial responsibility/accountability. (What is the extent of the incumbent’s responsibility for calculating and verifying figures; gathering data; typing requisitions or budget documents; monitoring or analyzing expenditures; preparing reports; approving purchases; planning and authorizing department or grant budgets, etc?)

6. The impact of actions carried by this position. (What are the probable results of inadvertent error or mistake in judgment, interpretation, or exercise of responsibility?)
7. **Both** the diversity and complexity of the supervision exercised. (List the job class codes and working titles of those directly trained and/or supervised by this person).
8. The scope of the human resources impact of this position. (Explain supervisory role in hiring, firing, promoting, evaluating, increasing salaries, etc. of other employees. Does the position carry “lead” responsibility? Explain how, and to what extent, the work of others is checked by the incumbent).
9. **Both** the level and nature of the **internal** contacts. (What, if any, University departments does the incumbent contact. Why are these contacts made and how frequently are they made?)
10. **Both** the level and nature of the **external** contacts. (What, if any, interactions does the incumbent have with people or organizations outside the area/department, e.g., the general public, service representatives, government agencies, community leaders, alumni, students, etc.? Why are these contacts made and how frequently are they made?)

C. Americans with Disabilities Act (ADA): To comply with the employment provisions of the Americans with Disabilities Act, the following must be specified.

1. The “essential functions” of the position. The Americans with Disabilities Act defines “essential functions” as job tasks that are fundamental to the position and not marginal or incidental.
2. The “physical effort” required. Is the position sedentary or must the incumbent stand or walk for extended periods of time or lift heavy objects (e.g., more than 2 to 4 reams of paper) frequently?

D. Environmental Health and Safety: The following questions must be answered to comply with OSHA regulations and University guidelines. This information will be forwarded to the Department of Environmental Health and Safety (EHS) if you answer YES to any of the questions.

1. Does this job require handling of, or exposure to human body fluids or other potentially infectious materials?
 Yes No
2. Does this job require work with laboratory chemicals, chemical carcinogens, or other hazardous materials?
 Yes No
3. Does this job require handling of, contact with, or exposure to research animals?
 Yes No

- E. Explanatory Information (Use a separate sheet, if necessary.)
Include any information which further clarifies the duties of the position. For example, indicate any significant inter-relationships associated with the position. Explain where the work originates, where it is forwarded, the deadlines, etc. List what equipment is used. Indicate if any type of confidential data is handled. Include a copy of the organization chart, if necessary.

If there are any comparable positions within the department, identify these positions by position number and note the similarities and differences.

VI. Employee Signature

_____ Employee's Name	_____ Signature	_____ Date
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