

The position description is the foundation for recruiting, classification determination, formulating work plans and performance evaluations. Supervisors are encouraged to review the position description with the employee at the time of the performance evaluation and to consult Human Resources in revising position descriptions prior to changing assignments

SECTION ONE - General Information	
Position Number	Time Base
Current Classification Title	Current Working Title
Department	

SECTION TWO - Primary Action		
Recruitment Existing Position New Position	Position Description Update Skill Level Review Classification Review	Requested By: Employee Management

SECTION THREE - Signatures			
Incumbent Name	Incumbent Title	Incumbent Signature	Date
Supervisor/Lead Name	Supervisor/Lead Title	Supervisor/Lead Signature	Date
Dean/Chief Administrator Name	Dean/Chief Administrator Title	Dean/Chief Administrator Signature	Date
If this form is to request a Classification or Skill Level Review			
Vice President Name	Vice President Title	Vice President Signature	Date

SECTION FOUR – Responsibilities and Requirements
A. Position Summary: (Briefly state the purpose or objective of the position.)

B. Essential job functions: (List the major responsibilities and the estimated percentage of time devoted to each - then indicate the tasks and work activities required to perform each major responsibility/function.)

Example: 25% Provides user support to faculty, students and staff.

a. Installs desktop application and software.

b. Trains users in software applications.

C. Minimum qualifications required to perform all essential functions: (Indicate work experience including type of work and number of years required; education, if applicable, including desired degree and field of study, and specify certificate or license requirements; e.g. nursing, counseling, lab tech, or automotive and equipment operator.)

D. Knowledge, special skills and abilities required

E. Equipment used in the performance of the assignment

F. Specific physical and/or environmental working conditions that relate to the essential job functions of the position

SECTION FIVE – Additional Information

List major changes in the position since it was last reviewed. Briefly describe what is different about the assignment in terms of responsibility, complexity, authority, and skills levels.

Describe the nature of supervision the employee in the position will receive.

Attach a current Organization Chart of the Department/Unit

(Indicate class titles and times bases. Indicate this position by an asterisk (*) on the chart.)

To Be Completed by Human Resources

CANRA Reporting Status

Non-Reporter

Mandated Reporter