### 1. SUPERVISORY SECTION

Type of supervision received:

- ( ) Close - The work is performed according to detailed instructions and the supervision is available on short notice.
- ( ) Limited - The incumbent proceeds on his/her own initiative while complying with policies, practices, and procedures described by the Supervisor.
- ( ) General - The incumbent seldom refers matters to supervisor except for clarification of policy.

### 2. DOES THIS POSITION SUPERVISE OR LEAD SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes ( ) No ( )

If yes, list name and classification title of staff.

**Supervise:**

**Lead:**

### 3. POSITION SUMMARY – PLEASE DESCRIBE THE PRIMARY PURPOSE OF THIS POSITION:
4. **DESCRIBE THE GOALS and/or RESPONSIBILITIES AND WORK ACTIVITIES OF THIS POSITION** *(Please see sample format in the instructions section.)*

Goals/Responsibilities: Describe the major achievements, outputs, or results. List them in descending order of importance.

Work Activities: Under each goal, list the work activities performed to meet that goal.

TIME %: Include for responsibilities and major work activities.

<table>
<thead>
<tr>
<th>TIME %</th>
<th>GOALS/RESPONSIBILITIES AND WORK ACTIVITIES</th>
</tr>
</thead>
</table>

(Expand as necessary or continue on an attached sheet)
5. DESCRIBE THE KNOWLEDGE, SKILLS, and/or ABILITIES REQUIRED FOR THIS POSITION AS THEY RELATE TO THE GOALS, RESPONSIBILITIES AND WORK ACTIVITIES IN #4 (Please see sample format in the instructions section.)

The statements and time estimates above and on attachments accurately describe the work assigned to the position.

Signature of First-Line supervisor _________________________________ Date __________________

Signature of MPP Supervisor _________________________________ Date __________________

EMPLOYEE SECTION – TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION
I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned to my position.

Signature of Employee ______________________________________ Date ________________

Signature of HR Manager ______________________________________ Date ________________

INSTRUCTIONS FOR COMPLETING THE POSITION DESCRIPTION FORM

Revised 10/28/2010
PURPOSE OF THE POSITION DESCRIPTION FORM

The Position Description is the key document in determining the appropriate classification of a position. It is descriptive of the major responsibilities and work activities of the position. It is not construed to limit or modify the authority of the Manager and subordinate supervisor to assign work. It is used as an information source for the development and implementation of an effective recruitment and selection plan when a position becomes vacant. Perhaps most important, an accurate Position Description helps the employee know what is expected by clearly defining the work to be performed in relation to the overall goals of the work unit. The Position Description can also be the basis for identifying training needs and criteria for evaluating performance. The Manager, subordinate supervisor and employees are responsible for assuring that the work assigned is the work actually performed and that Position Descriptions are reasonably current descriptions of the work.

NOTE: The Position Description is to be filled out by the first-line supervisor or his/her designee. Most of the items are self-explanatory. If you have a question on an item, please contact Human Resources.

INSTRUCTIONS for Item 1 (Supervisory Section); Item 2 (Supervise or Lead); Item 3 (Position Summary); Item 4 (Responsibilities and Work Activities), and Item 5 (Knowledge, Skill, and Abilities).

Item 1: Supervision Received: Check the box which best describes the type of supervision given this position. “Close” supervision implies that the work is performed according to detailed instructions and the supervision is available on short notice. “Limited” implies that the incumbent proceeds on his/her own initiative while complying with policies, practices, and procedures prescribed by the supervisor. The supervisor generally answers only on the more important phases of the work. “General” supervision implies that the work is performed independently. The incumbent seldom refers matters to supervisor except for clarification of policy.

Item 2: Supervision Given: Check the correct box to indicate that this position supervises or leads subordinates that are permanent employees. If yes, list the names and classification titles of all subordinate employees that are regular (probationary/permanent) employees. Do not list individual students, casual workers or temporary employees.

Item 3: Position Summary Statement: This is a summary or restatement of the responsibilities of the position plus additional information that applies to the entire position such as the level of supervision, the physical location, or the context (i.e., position in the process flow, formal name and nature of the program, nature of the organization, etc.).

Item 4: Goals/Responsibilities and Work Activities.

Goals/Responsibilities are the expected accomplishments, product or output that results from the work activities of the employee.

Work Activities are the specific tasks the employee performs to accomplish the goals. Work Activity statements describe what a worker actually does.

% Time is the proportion of the employee’s total work time spent on a responsibility or work activity.

INSTRUCTIONS – The steps below should be followed in completing Item 4.

1. List the goals/responsibilities of the position in descending order of importance. Each Position Description will usually contain between two and six responsibilities. Identify each responsibility by the use of a capital letter.

2. Under each responsibility, list the work activities performed. Provide sufficient information to make them understandable to a person not familiar with the field of work performed. Avoid indefinite terms such as “handle,” “assist,” or “process.” Generally there will be an average of five work activities per responsibility, but there may be as few as two or as many as necessary. Identify each work activity by the letter of the related responsibility and the sequential number of work activity as shown on Page 2.

3. If the position being described is considered to be “confidential” or “managerial” in nature for collective bargaining purposes, you should insure that the responsibilities and work activities listed explicitly describe this nature of the work.

4. In the % Time section, estimate the percentage of time spent working toward each responsibility. The percentages for the responsibilities should add up to 100%. Also, where possible, estimate the percentage of time spend on each work activity, particularly ones which constitute 10% or more of the total workload. Percentages for work activities should be based on how much of the total (100%) job is spent on the work activities and not on how much that work activity contributes to a single responsibility.
Item 5: **Knowledge, Skills, and Abilities Requirements:** Knowledge, skills, or abilities (KSA) requirements are recommended for positions that are professional, highly technical, or require an unusual KSA (unusual for that classification or position, such as a bilingual requirement for an accountant position). KSA requirements need to specify the Goal, Responsibility, and/or Work Activity (GRWA) for which it is required.

1. If the position requires a degree, certification, licensure, etc., that information should be included in a “Special Requirement” section, separate from the KSA’s. In addition, the position summary may repeat these requirements.

2. Each KSA’s “Special Requirement” and Physical requirement must be job related and identifiable by the GRWA. We suggest that indexing be used to link this information to GTWA, which will in turn support the test of job relatedness. Do not include those KSA’s which are only preferred. By identifying a KSA here, you must be willing to reject any applicant that does not possess the KSA, despite any other qualifications they may have.

**INSTRUCTIONS FOR COMPLETING THE POSITION DESCRIPTION FORM**

(SEE ABBREVIATED SAMPLES BELOW)

**ABBREVIATED SAMPLE: Position Summary Statement**

This position supervises three (3) exempt and two (3) non-exempt staff in the Registrar’s Office. Reports to the Associate Vice President of Planning and Enrollment Management.

**ABBREVIATED SAMPLE: Responsibilities and Work Activities:**

<table>
<thead>
<tr>
<th>20%</th>
<th>Responsibility A</th>
<th>Definition of the major responsibilities or accomplishments expected of each employee within the Registrar’s Office.</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>Work Activity A.1</td>
<td>Define the role of the Registrar’s Office as a unit within PEM, to relate the office to the overall program goals of PEM.</td>
</tr>
<tr>
<td>Work Activity A.2</td>
<td>Assign work to employees supervised in a manner that is consistent with each employee’s classification level and abilities to promote efficient achievement of the department’s goals.</td>
<td></td>
</tr>
<tr>
<td>Work Activity A.3</td>
<td>Discuss department goals and work assignments with employees to alleviate problems and resolve potential grievances.</td>
<td></td>
</tr>
</tbody>
</table>

| 35% | Responsibility B | Evaluation of the extent to which each employee is attaining the defined level of accomplishment. |
| Work Activity B.1 | Establish performance standards for each objective of each employee using management techniques designed to judge employee effectiveness. |
| 15% | Work Activity B.2 | Monitor the work of employees supervised to insure that quality and productivity standards are maintained. |
| Work Activity B.3 | Provide guidance and counseling as necessary to achieve improvement in employee performance. |

**ABBREVIATED SAMPLE: Knowledge, Skills:**

| Requirement 1 | List required education/knowledge for position (A.1, A.2) |
| Requirement 2 | List required skills for position (A.3, B.2) |
| Requirement 3 | List required abilities for position (A.2, B.1) |