

Position Description - Unclassified

Purpose of the PD:

- To record the essential functions of the position
- To record special requirements
- To record required knowledge and skills to perform the duties of the position
- To record special working conditions
- To aid in recruitment and selection
- To establish Management's expectations
- To provide a base for managing performance

Position Status:

Position Title			Position Number
			E
Appointment (9mos. / 12 mos. / Other)	Contract Period (from / to)	Department / Division	
	-		
Reports to		Reports to Position Number	
		E	
Incumbent		University ID #	

Program Information:

A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.
B. Describe the purpose of this position and how it functions within this program.

Position Information and Qualifications:

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties

B. Required Qualifications

List any certificates, licenses, academic degrees, or experience required to perform the duties of this position. Indicate if a combination of education and experience is acceptable.

C. Preferred Qualifications

Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.

D. Knowledge Areas

List the major areas of knowledge that are required to perform the duties of this position.

Budget Authority:

Indicate the level of the position's responsibility for the development, control, and monitoring of budget. Indicate the size of the budget. Check all that apply.		
<input type="checkbox"/>	Develops, monitors*, and controls* <i>*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level</i>	\$
<input type="checkbox"/>	Delegated authority to monitor budget	\$
<input type="checkbox"/>	Limited approval authority for purchase	\$
<input type="checkbox"/>	Purchase only with higher level approval	\$

Supervisory Authority:

If this position has the authority to act or effectively recommend action affecting employees in the following areas, check all that apply.			
<input type="checkbox"/>	Hire	<input type="checkbox"/>	Assign Work
<input type="checkbox"/>	Transfer	<input type="checkbox"/>	Recommend salary adjustments
<input type="checkbox"/>	Discipline	<input type="checkbox"/>	Approve requests (i.e. leave)
<input type="checkbox"/>	Dismiss	<input type="checkbox"/>	Respond to complaints/grievances
<input type="checkbox"/>	Layoff	<input type="checkbox"/>	Conduct performance assessments
<input type="checkbox"/>	Promote	<input type="checkbox"/>	Give Direction

Positions Supervised:

Type	# of Employees	Total FTE
<input type="checkbox"/> Teaching faculty		
<input type="checkbox"/> Classified staff		
<input type="checkbox"/> Unclassified staff		
<input type="checkbox"/> Student Employees (average per term)		
<input type="checkbox"/> Other (specify)		

Decision Making Authority:

Describe the breadth and scope of decision-making authority and discretion the position has to formulate, implement, evaluate, approve and/or modify department and/or university policy, procedures, and/or programs. Describe the type of review and/or approval required by a higher level.

Additional Information:

List any additional information that would help describe the nature of the position.

Acknowledgement:

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority	Appointing Authority Signature / Date

HR USE ONLY:

Received by		Date	
Position Class # (Ex. UF101)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code
Actions Taken			
	NBAPBUD / NBAPOSN		
	NBAJOBS		
	PEAFAC		
	Electronically Filed		