**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 | |
|  | – | |  | |
| Position Type | | FLSA | | |
|  | |  | | |
| Reports to | | Reports to Position Number | | |
|  | |  | | |
| Incumbent | | University ID # | | |
|  | |  | | |

**Program Information:**

|  |
| --- |
| 1. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University’s mission. |
|  |
| 1. Describe the purpose of this position and how it functions within this program. |
|  |

**Position Information and Qualifications:**

|  |  |
| --- | --- |
| 1. 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 |
|  |  |
| 1. 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.* | |
| 1. Preferred Qualifications | |
| *Describe preferred education, experience, skills, licenses, certificates, and other qualifications for this position.* | |
| 1. 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. | | |
|  | Develops, monitors\*, and controls\* *\*Monitor means to review and approve expenses; control means to authorize budget transfer at the department level* | $ |
|  | Delegated authority to monitor budget | $ |
|  | Limited approval authority for purchase | $ |
|  | 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. | | | |
|  | Hire |  | Assign Work |
|  | Transfer |  | Recommend salary adjustments |
|  | Discipline |  | Approve requests (i.e. leave) |
|  | Dismiss |  | Respond to complaints/grievances |
|  | Layoff |  | Conduct performance assessments |
|  | Promote |  | Give Direction |

**Positions Supervised:**

|  |  |  |  |
| --- | --- | --- | --- |
| Type | | # of Employees | Total FTE |
|  | Teaching faculty |  |  |
|  | Classified staff |  |  |
|  | Unclassified staff |  |  |
|  | Student Employees (average per term) |  |  |
|  | 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 | | | | | |
|  | PEAFACT | | | | | |
|  | Electronically Filed | | | | | |