

POSITION DESCRIPTION TEMPLATE

This template is intended to collect information regarding a

position review, in collaboration with division/college human resources.

|  |  |
| --- | --- |
| Employee Name: Click or tap here to enter text. | Job Title: Click or tap here to enter text. |
| Division: Click or tap here to enter text. | Organization: Click or tap here to enter text. |
| Supervisor: Click or tap here to enter text. | Date:Click or tap to enter a date. |

Position Number: Click or tap here to enter text. Banner ID: Click or tap here to enter text.

Position Request

Type of Request: Choose an item.

Proposed Job Code: Click or tap here to enter text.

Proposed Title: Click or tap here to enter text.

Proposed Pay Grade: Click or tap here to enter text.

Business Case

Please provide any additional details regarding the business need that promoted the request. Other supporting documents that are helpful to submit with the request are items such as organizational charts or other approved business plans.

Click or tap here to enter text.

Explain how the new duties have evolved.

For instance, are they new to the department? Were they previously done by another employee? Are they an expansion of the employee’s current duties? Enter N/A if the question is not applicable.

Click or tap here to enter text.

If duties have been removed or redelegated, please explain.

Click or tap here to enter text.

For filled reclassifications: Are all of the new duties currently being performed by the employee? If so, how long? If no, please explain. Click or tap here to enter text.

Position Summary

Click or tap here to enter text.

Responsibilities



Minimum Qualifications

|  |  |
| --- | --- |
| Education: Choose an item. | Focus of Education: Click or tap here to enter text. |
| Experience: Click or tap here to enter text. | Focus of Experience: Click or tap here to enter text. |

Minimum Knowledge, Skills, Abilities

Click or tap here to enter text.

Minimum Licenses & Certifications

Click or tap here to enter text.

Supervision

Individual Contributor

Supervises People

If supervises people, estimated employees managed, including students and TES. Please specify.

Click or tap here to enter text.

Required Pre-Employment Screenings

Example: Motor Vehicle Record, drug screening, security clearance

Click or tap here to enter text.

Required Trainings

Click or tap here to enter text.

Other Requirements:

Example: Drive a motor vehicle, drive a golfcart, works with children/minors, works with animals.

Click or tap here to enter text.

Travel Requirements?

Is this position required to travel for their job? i.e. In-state, domestic, international

Click or tap here to enter text.