

POSITION INFORMATION				Effective Date:					
Position Number Working Title					Campus			Cost Center	
Departm	nent		5	Supervisor's P	osition Tit	le	Sup	ervisor's Position Number	
	2011/								
HR USE				Jah Kau		Day Crada	- Firement	ion	
Job Title				Job Key		Pay Grade	Exempt	ion	
POSITIO	N DETAILS								
		 Summarize the primary pur 	nose of	f the nosition					
1 03101011	Janimary	Summarize the primary par	pose o	the position					
Position	Responsi	bilities – Total responsibilities	must e	qual 100%. L	ist essenti	ial functions in	decreasi	ng order of importance.	
		ld be grouped together. Any re	esponsi	ibility totaling	g less than	5% of the tim	e should	be grouped with a greater	
		e function.							
% of	Job Fund	tion/Responsibilities							
Time									
% of	Job Fund	tion/Responsibilities							
Time									



% of Time	Job Function/Responsibilities
% of	Job Function/Responsibilities
Time	
% of	Job Function/Responsibilities
Time	
Compete	encies/Qualifications
and resp	lge, Skills, and Abilities (KSAs) <u>required</u> to perform essential job functions. All KSAs should be related to the functions consibilities of the position. These statements should all contain the word 'knowledge", "skill", or "ability". This is not be reience necessary to perform the essential functions.



Preferred knowledge, skills, and abilities					
Educat	ion/Experience				
Educat	ion – Describe th	ne minimum level of education nece	ssary to perform the essential functions of the position. Where not		
			d experience may substitute for education		
Requir	ed Preferred	Level/Type of Education	Field of Study (indicate if a related field may be substituted)		
		High school diploma or GED			
		Vocational or technical training			
		Associate's Degree			
		Bachelor's Degree			
		Master's Degree			
		Doctoral Degree			
		Other licenses/certifications			
Experie	ence – the minim	um amount/type of experience nec	essary to perform the essential functions of the position		
Requir	ed level/type of	experience and/or years of experie	nce		
Prefer	red level/type of	experience and/or years of experie	ence		
Superv	isory/Work Dire	ction Responsibilities			
	•	no supervisory responsibilities.			
	This position provides work direction to others (includes students).				
This position has supervisory responsibilities and is responsible for staff performance management.					
		n/Level of Supervision Received			
Work is closely monitored by supervisor/manager; clearly stated instructions and procedures are generally provided; tasks, duties, and responsibilities are generally standardized and routine in nature; instruction, advice, and assistance readily available					
	Work progress is generally monitored by supervisor/manager; employee performs assigned tasks, duties, and responsibilities by following established policies and procedures; may set own priorities and organizes work within general guidelines established by supervisor/manager				
	Supervisor/manager defines objectives, priorities, and deadlines; existing practices are used as guidelines to determine specific work methods; carries out work activities independently; supervisor/manager is available to assist in resolving problems				
	In consultation with supervisor/manager, sets own priorities and goals and determines how to accomplish results with few or no guidelines to follow, although past practices may exist; keeps supervisor informed of progress, potentially controversial matters, or matters with far-reaching implications				



Impa	act of Decisions
	Decisions generally impact own job or area.
	Decisions impact a unit or department. May contribute to business and operational decisions that impact the department. Makes recommendations to manager/supervisor that are generally implemented/accepted.
	Decisions have substantial impact on management and operations of an area within department, college or broad functional area. May contribute to important strategy, operational and business decisions which impact the department.
	Decisions have a significant impact on the management and operations of a division/college/campus/institution/system. Contributes to the decisions on the overall strategy and direction of the organization.
Budg	get Responsibilities
	No Budget Responsibilities
	Monitor/maintain budgets – Processes transactions, monitors balances, and reconciles accounts
	Managerial/signature budget authority – Approves and commits funds for salaries, and to acquire materials, resources, supplies, services, etc.
	Full budgetary oversight – Establishes budget and has full authority to implement budget initiatives

	Designated personnel for emergencies – Is this position required to report to their designated work location to					
	ensure operation of essential campus functions or departments during an emergency, or when the University					
	has suspended or delayed operations?					
	Shift					
_	-	elect any additional background checks this position requires in addition to the basic				
background che	eck					
	Covered Progr	Covered Programs Check				
	Credit Check					
	Drug Screening					
	Security Cleara	Security Clearance Check				
Work Schedule						
Occasional	Frequent					
		Weekends				
		Evenings				
		Overnight Travel				
Other Condition	ns of Employmen	t required to perform essential functions of this position (i.e. the employee would lose their				
job if at some p	oint they didn't r	meet these conditions.) e.g. Valid Driver's license, pesticide application certification				
-	•					



WORKING CONDITIONS					
PHYSICAL DEMANDS					
	Amount of time				
	Not required	Seldom	Often	Frequent	
Stand					
Walk					
Sit					
Talk or hear					
Seeing					
Use hands to finger, handle or feel					
Reach with hands and arms					
Repetitive motion					
Climb or balance					
Stoop, kneel, crouch or crawl					
Driving					
Lift up to 10 lbs					
Lift up to 25 lbs					
Lift up to 50 lbs					
Lift up to 100 lbs					
WORK ENVIRONMENT					
	Not required	Seldom	Often	Frequent	
Work near moving mechanical parts					
Work in high, precarious places					
Fumes, smoke, or airborne particles					
Toxic or caustic chemicals					
Hazardous Materials					
Risk of electrical shock					
Risk of radiation					
Operate power tools/machinery					
Operate light or heavy equipment					
Confined Spaces					
Exposure to vibrations					
Explosive or flammable materials					
Personal protective equipment required					
Outdoor Environment					
Extreme heat (non-weather)					
Wet or humid conditions (non-weather)					
Potential exposure to infectious agents or blood					
borne pathogens					
Work with human blood or cells					
Work with animals					
Work with animal blood or cells					
Office Environment					