

POSITION DESCRIPTION

IDENTIFYING INFORMATION

Last Name	First Name	MI	Employee Number	Position Number

Job Title	Job Code	Working Title

Department	Organization	Organization Code

Supervisor's Last Name	Supervisor's First Name	Job Title	Position Number

Start Time	End Time	Hours/Week

Days Worked (Check all that apply)						
Sun	Mon	Tues	Wed	Thur	Fri	Sat

POSITION PURPOSE: Describe the primary purpose of this position and how it contributes to the organization's objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*

DESCRIPTION OF DUTIES: Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

DECISION MAKING: Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: *In response to a customer inquiry, I research the status of an activity and prepare a formal response for my supervisor's signature.*

REQUIREMENTS PROFILE: Identify any requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the positions. Position-specific requirements should be consistent with a Necessary Special Requirement or other criteria identified in the classification specification covering this position. Example: *Professional Engineer License*

- 1.
- 2.
- 3.

ESSENTIAL FUNCTIONS: Provide a list of essential functions for this position. **Only 40 characters permitted.** Example: *Lifts boxes weighing up to 60 pounds.*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

CERTIFICATION

By entering my name below, I certify to the best of my knowledge all statements contained in this position description are correct.

Supervisor's Acknowledgement

Job Title

Date