



INSTRUCTIONS: This position description is an important document for determining the appropriate classification, pay range/band and measures for performance management. Please be sure that the information on this form is accurate and complete.

Name:	Occupational Family:
Position Title:	Position Number:
Level: Employee: ☐ Manager ☐ Supervisor ☐	Job Code:
Name of Supervisor/Title:	Pay Band:
Department Name /Division:	FLSA Status: Exempt ☐ Non-Exempt ☐

DUTIES AND RESPONSIBILITIES

1. State the most important (essential) duty first and finish with the least (marginal) important duty.
2. Calculate the percent each duty requires of the total working time. Make certain the percentages total 100%.

PERCENTAGE OF TOTAL WORKING TIME	DUTIES AND RESPONSIBILITIES
% % % % % % %	Special Assignment(s)/Project(s)/Team Project(s)
100% TOTAL	
PHYSICAL DEMANDS AND ACTIVITIES	
Lifting: ☐ Light <20 lbs. ☐ Moderate 20–50 lbs. ☐ Heavy >50 lbs. ☐ Standing ☐ Reaching ☐ Sitting ☐ Pushing/Pulling ☐ Bending ☐ Climbing ☐ Repetitive Motion ☐ Other _____	
EDUCATION • LICENSURE • CERTIFICATION (<i>Required for Position</i>)	
KNOWLEDGE, SKILLS AND ABILITIES Knowledge – facts, information, procedures that are essential for the job.	

Skills – are observable, quantifiable and measurable actions that would be necessary to perform a specific job.

Abilities – typically these are mental processes, characteristics or qualities that would be necessary to perform a specific job.

Level and type of experience:

What work actions and/or decisions are made without prior approval?
(Duties that are performed independently.)