

**UNCLASSIFIED STAFF  
INSTRUCTIONS FOR COMPLETING THE POSITION DESCRIPTION FORM**

The following information has been put together to assist a supervisor in completing the Unclassified Staff Position Description Form. If you have any questions, please contact Macky Myers in the Human Resource Office at ext. 5651. Position Descriptions for new positions should be forwarded to Laura Lips in Human Resources.

The Position Description Form may be used by department heads, directors, and other staff members as a reference for job responsibilities and as a basis for conducting job interviews for vacant positions. New positions require a Position Description Form, and every current position should have a form on file in the Human Resource Office. **You may want to send a draft of the position description to the Human Resource Office for review before obtaining signatures. This would avoid having to acquire signatures again if any changes need to be made.**

1. **POSITION INFORMATION** - If you do not know the position number or job class code, contact Macky Myers in the Human Resource Office at ext. 5651.
  - a. **Position Number**
  - b. **Job Title**
  - c. **Job Class Code**
  - d. **Budget Unit Number**
  - e. **Salary** - For new positions, use a salary range.
  - f. **Source of Funds**
  - g. **FLSA Status: Exempt or Nonexempt**
  - h. **FLSA Exemption: Administrative, Executive, Teaching Professional, Creative Professional, Computer Related Professional**
  
2. **GENERAL INFORMATION**
  - a. **Employee's Name** - If there is no incumbent, leave the space blank.
  - b. **Employee ID Number (W#)**
  - c. **Department/Building** - Indicate what building and office number in which the incumbent will actually be working.
  - d. **Office Telephone Number**
  - e. **Direct Supervisor's Name and Title**
  
3. **SIGNATURES**

After the form is completed, please obtain the necessary signatures: employee, direct supervisor, and dean/department head, the Vice President of the division where the position exists, and the President of the university. After these signatures have been obtained, please forward the position description to the Human Resource Office. We will obtain the signature of the Human Resource Director.
  
4. **SUPERVISORY ELEMENTS**

Please check all supervisory elements that apply to the position. Indicate the total number of employees supervised.
  
5. **QUALIFICATION STANDARDS**
  - a. **Education Required:** Please indicate the level of education **required** for the position or if a specific degree is required. Also, list preferred education level.
  - b. **Experience Required:** List any experience required for the position and any preferred experience.
  - c. **Other Requirements:** List any other requirements necessary.

## 6. REQUIRED ABILITIES:

Using the examples below (or your own information), please form short paragraphs describing the level of abilities necessary to perform the essential functions of the position. The categories include: reasoning ability, mathematical ability, and communications ability (writing and speaking). You may be asked to provide justification for any ability listed.

### a. Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. To deal with nonverbal symbolism in its most difficult phases; to deal with a variety of abstract and concrete variables; to comprehend the most abstruse classes of concepts.

### b. Mathematical Ability

Ability to add, subtract, multiply, and divide all units of measure; to perform the four operations with like or common decimal fractions.

Ability to compute ratio, rate, and percent; to draw and interpret bar graphs.

Ability to perform arithmetic operations involving all American monetary units.

Ability to compute discount, interest, profit, and loss; commission, markup, and selling price; ratio and proportion, and percentage.

Ability to use algebra to deal with system of real numbers, linear, quadratic, rational, exponential, logarithmic, angle and circular functions, and inverse functions.

Using algebra to calculate variables and formulas, monomials and polynomials, ratio and proportion variables, and square roots and radicals.

Using geometry to calculate plane and solid figures; circumference, area, and volume; to understand kinds of angles, and properties of pairs of angles.

Ability to perform deductive geometry, plane and solid, and rectangular coordinates.

Using calculus to apply concepts of analytic geometry, differentiation and integration of algebraic functions with applications.

Using statistics to apply mathematical operations to frequency distributions, reliability and validity of tests, normal curve, analysis of variance, correlation techniques, chi-square application and sampling theory.

**c. Communications Ability**

**Writing:**

Ability to write compound and complex sentences, using proper punctuation and grammar.

Ability to write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech.

Ability to prepare business letters, expositions, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Ability to write journals, speeches, manuals, and critiques.

**Speaking:**

Ability to speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, and variation in word order, using present, perfect, and future tenses.

Ability to speak before audiences with poise, voice control, and confidence, using correct English and well-modulated voice.

Ability to participate in panel discussions, dramatizations, and debates; to speak extemporaneously on a variety of subjects.

Ability to be conversant in the theory, principles, and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.

**7. ENVIRONMENTAL CONDITIONS:** Indicate which statement best applies to the position:

The worker is subject to inside environmental conditions: Protection from weather conditions, but not necessarily from temperature changes.

The worker is subject to outside environmental conditions: No effective protection from weather conditions.

The worker is subject to both inside and outside environmental conditions. (Please note the percentage of time the incumbent works inside and outside.)

**8. DEGREE AND TYPES OF PHYSICAL DEMANDS**

**a. Degree:** Please indicate which of the following best applies to the position.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Involves sitting most of the time, but may involve walking or standing for brief periods of time.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Usually requires walking or standing to a significant degree.

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

- b. **Types of Physical Demands:** Please indicate all below that apply to the ESSENTIAL functions of the position. You may be asked to prove that the type of physical demand indicated.

**Talking:** Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to the public and other workers accurately.

**Hearing:** Perceiving the nature of sounds. Hearing is important for those activities which require ability to receive detailed information through oral communication, and to make fine discriminations in sound.

**Far Acuity:** Clear vision at 20 feet or more.

**Near Acuity:** Clear vision at 20 inches or less.

**Depth Perception:** Three-dimensional vision; ability to judge distance and space relationships so as to see objects where and as they actually are.

**Field of Vision:** Observing a large area while keeping the eyes fixed.

**Accommodation:** Adjustment of lens of eye when doing near-point work at varying distances from the eye.

**Color Vision:** Ability to identify and distinguish colors.

**Climbing:** Ability to ascend or descend ladders, stairs, ramps, scaffolding, poles, etc.

**Balancing:** Maintaining body equilibrium exceeding ordinary locomotion.

**Stooping:** Bending body downward and forward by bending spine at the waist.

**Kneeling:** Bending legs at knee to come to a rest on knee or knees.

**Crouching:** Bending the body downward and forward by bending leg and spine.

**Crawling:** Moving about on hands and knees or hands and feet.

**Reaching:** Extending hand(s) and arm(s) in any direction.

**Handling:** Seizing, holding, grasping, turning, or otherwise working with the hands.

**Fingering:** Picking, pinching, operating a keyboard, or otherwise working with the fingers primarily.

**Feeling:** Perceiving attributes such as size, shape, temperature, or texture by means of receptors in skin.

**Tasting/Smelling:** Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors.

**9. MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS**

Please list machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work. Examples include software, computers, telephones, manuals, logs, etc.

**10. DUTIES AND RESPONSIBILITIES:**

List the task statements which identify both the essential and marginal functions of the position. Please list these on separate sheets of paper and attach to the position description.

- a. **ESSENTIAL** functions are those duties and responsibilities for which the position exists; those that are vital to the position. They describe the daily activities of the graduate assistant/ teaching fellows.
- b. **MARGINAL** functions are those duties and responsibilities that may be delegated, or those that are not primary activities.

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