



## Role Description Form

Version 3

<b>Position Title:</b>	
<b>Department:</b>	
<b>School or Division:</b>	
<b>Description prepared by (Name title):</b>	
<b>Date prepared:</b>	
<b>Description approved by:</b>	
<i>Please attach cover memo explaining the reason for review. All sections below are to be completed by Compensation.</i>	
<b>Reviewed by Compensation (Name and date):</b>	
<b>FLSA Status:</b>	Exempt <input type="checkbox"/> Non-exempt <input type="checkbox"/>
<b>Band:</b>	
<b>MRP:</b>	FY

**Note:** If you currently have a role description, your job has changed significantly, and you believe it warrants a review for possible reclassification, you will need to discuss this with your immediate supervisor. Requests for review must be approved by your division/school head and/or your division/school administrator before submission to the Compensation Office.

### Role Summary

Briefly summarize the main purpose and primary function of the role in terms of how they contribute to the accomplishment of department, school, division, or University objectives.

### Reporting Relationship

Indicate the title of the position to which this position reports.

### Supervisory Responsibility

Indicate the degree of supervision and the number and title(s) of subordinates reporting to this position.

- No supervisory responsibility.
- Trains and assigns work to student employees.
- Trains and assigns work to regular non-student employees.
- Responsible for the direct supervision and performance evaluations for regular employees as a first-line supervisor.

Hires and manages others through subordinates who are also supervisors.

Indicate the number and title(s) of subordinates reporting to this position.

### Position Scope/Size Parameters

Identify the position's principal sphere of influence and accountability as measured by functional, operational and constituency dimensions (e.g., functional and/or technological domain impacted; size of resources managed such as budget, staff, facilities, capital equipment; volume of activity or revenue assumed or generated; types and size of constituencies served).

### Essential Functions

List the essential functions of the role (defined as a *major* responsibility that is *critical* to the role). Duties should be prioritized according to their importance and/or the frequency performed. Consider the full work cycle (i.e., daily, weekly, annually, or irregular intervals). Only duties that are fundamental or essential to the position should be listed (typically 4-8 items). Note the percentage of time spent on each essential function *ensuring that it totals to 100%*. Duties requiring less than 5% of time should be combined with other duties.

Essential Function	% of time

### Decision Making and Problem Solving

Describe the types of decisions made independently (e.g. how much latitude resides with the position to make decisions without supervisory approval?). Note recommendations made to others on an ongoing basis and provide examples (e.g., setting priorities; allocating resources; establishing or interpreting policy, practice, or procedure; authorized spending with limits).

Describe the types of problems and major challenges encountered on an ongoing basis and provide examples (e.g., situations that require the independent exercise of judgment and creative thinking). Please describe the types of problems typically experienced and the processes used to resolve them.

## **Minimum Qualifications**

Indicate the *minimum* qualifications required to perform the essential functions of the role. Note: University Core Competencies listed below are required for all positions.

### **University Core Competencies**

These are the skills, knowledge, and abilities that reflect the mission and values of the institution and are critical to successful individual performance and organizational success. A baseline level of proficiency in each of the following competencies is required to perform the essential functions of any job role in the organization. Highlight those that are especially critical to this position.

Teamwork, Customer Focus, Continuous Learning, Decision Making/Problem Solving, Communication, Applying Technology, Valuing Diversity, Big Picture Perspective, Openness to Change, Productivity, People Development.

### **Functional and Technical Competencies**

List those competencies that represent the specialized skills, knowledge and abilities that are unique to a particular function or role and are required to perform the essential functions of the role.

### **Education/Training and Certification, Licensure, Registration Requirements**

Describe the minimum formal education or training required to perform the essential functions of the role. List specific certification, licensure, and/or registration requirements.

### **Experience**

Indicate the minimum number of years of relevant experience required to perform the essential functions of the role. Indicate a preference for functional or industry-specific experience.

### **Exceptional Work Schedule Demands**

Indicate evening or weekend work schedule requirements and frequency for each.

## **Working Conditions and/or Physical Demands**

Describe the work environment characteristics and physical demands that are representative of those which an employee encounters while performing the essential functions of the role (e.g., unusual laboratory conditions; heavy lifting; exposure to outside elements; use of machinery, equipment, vehicles). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Job Posting**

This section will be used to post the position on the Job Opportunities Bulletin. Briefly summarize the position's purpose and function. Indicate the specific competencies, education and experience required as well as exceptional work schedule, working conditions, and/or physical demands.