## Job Information

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| Employee Name: |  | Employee Job Title: |  |
| Employee ID: |  | Department Name: |  |
| Supervisor Name: |  | Supervisor Job Title: |  |
| Status *(mark “x” next to one):* | Full Time |  | Part Time |  | Scheduled Weekly Hours: |  |

What are some peer-level jobs within the University to which you might compare this job?

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Please complete the following information about the person completing this questionnaire.

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| Your Name: |  | Your Job Title: |  |
| Your Phone Number: |  | Your Email: |  |
| Today’s Date: |  |  |  |

## Basic Job Summary

In a few sentences, summarize the overall purpose of the job. You might begin by saying*, "The overall purpose of this job is to . . .”*

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## Essential Job Functions

In the table on the following page, list the essential functions of the job. The term *"essential functions"* means fundamental job duties that are intrinsic to the job. A job function may be considered essential for any of several reasons, including the following:

Reason the job exists

For example, if a person is hired as a company driver, the ability to drive would then be an essential function since it is the primary reason the job exists.

The degree of expertise or skill required to perform a specific function

In certain highly-skilled positions, the employee is hired for his or her expertise or ability to perform a particular function. In such a situation, the performance of the specialized task would be an essential function.

Examination of work experience of present and past employees

If you looked at the background of people who are doing the job or have done the job, would it include experience or training involving the function or duty in question?

Time performing the function

The amount of time spent performing a particular function may give you a clue as to whether or not it is essential. If a clerk typist spends 75% of his or her time typing, then typing is probably an essential function.

Importance of the function

What are the consequences of not performing a particular function? For example, not requiring a firefighter to be able to pull an unconscious person from a burning building would have drastic consequences even though that firefighter may only spend a small portion of his or her time performing this function.

Function as evaluation criteria

Would you use an assessment of how well this function is performed in evaluating the employee's overall performance? If so, then perhaps it is an essential function.

Function as a job qualification

Would you use an assessment of whether a candidate could perform the function as criteria for hiring the person? If so, then this may be an essential function.

Other job functions

Those duties which the employee is responsible for doing during the absence of another employee or those which are only marginal functions of the position should be included under "Other Job Functions".

**Essential Job Functions (continued)**

In order of importance/relevance to the job purpose, list the essential functions. Include all functions that, when taken altogether, will account for 90% or more of the incumbent’s time. Describe the functions in a way that will be clear to someone who does not understand this type of work. Please be as specific as possible. It is helpful to begin the function statement with an action verb to aid in understanding exactly what the person does.

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| DESCRIPTION OF ESSENTIAL FUNCTIONS | % OF TIME |
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## Key Result Areas

* 1. What are the measurable outcomes or results that are expected from this job?

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* 1. What is the most challenging part of this job?

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* 1. What job or jobs are considered good training or preparation for this one?

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* 1. Which job (if any) provides backup support for this job when the regular employee is absent?

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## Job Requirements

1. Formal Training

What specific education/training is required to be fully qualified for the job? How is this education/training typically acquired, e.g., on-the-job training, formal classroom education, trade school, apprenticeships? Include degrees and majors and any required licenses and certifications.

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1. Years of Experience

How much and what specific type of directly job-related experience would typically be needed to acquire the skills necessary to perform this job at a competent level?

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1. Special Skills/Application of Knowledge

What skills and specific knowledge are needed to perform this job? Is being proficient in a second language required?

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## ****Mental**** ****Demands****

What are the mental demands necessary to perform the essential functions of this job? Place an X in the box next to the level that best describes this job.

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|  | Level 1 – Requires some concentration and normal attention. Generally, once the job is learned, the tasks can be performed more or less automatically. |
|  | Level 2 – Requires high periods of concentration intermittently and normal attention. Generally, even once the job is learned, tasks will require normal attention to deal with recurring variables. |
|  | Level 3 – Requires a high level of concentration and high level of attention intermittently. Generally, the approach to tasks may be consistent, but the number of steps required and/or the number of variables involved creates the possibility of errors unless the incumbent pays close attention. |

## Physical & Environmental Demands

* 1. **Physical Demands**

Comment on the degree of mobility and physical exertion that is required in the job, i.e., walking, standing, sitting, travel, lifting. Comment on how manual dexterity is likely to impact performance.

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### Audible Demands

Does this job *require* that the employee be able to hear? Give examples.

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### Visual Demands

Does this job *require* visual acuity? Give examples.

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### Color Perception

Does this job *require* that the employee be able to detect colors? Give examples.

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### Environmental Conditions

Describe the work environment in terms of conditions that exist in or around the workplace, i.e., dust, fumes, heating, air conditioning, smoke, lighting conditions, etc.

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### Hazards

Describe nature of possible physical injury or illness which could occur to employee on the job. State the frequency of exposure and probability of injury.

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## Scope of Responsibility

### Material Assets

To what degree is the job incumbent directly responsible for waste, damage, defects or other loss of value to material assets (e.g., parts, equipment, or cash) caused by inadequate job performance or inattentiveness?

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### Responsibility for Guidance of Others

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| How many full-time equivalent employees does this job ***directly*** supervise? |  |
| List the job titles of the jobs this job supervises. |
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| How many full-time equivalent employees does this job ***indirectly*** supervise? |  |
| List the job titles of the jobs this job ***indirectly*** supervises. |
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Put an “x” in the box that mostly closely matches the level of authority of this job.

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|  | Has the authority to hire, fire, and/or discipline employees. |
|  | Makes make strong recommendations regarding hiring, firing, and/or disciplining employees. |
|  | Has input into hiring, firing, and/or disciplining employees. |

### Supervision Received

Put an “x” in the box that best describes the amount of supervision required for an experienced incumbent.

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|  | Constant |
|  | Regular |
|  | Intermittent |
|  | Little |
|  | Virtually none |

Are there specific tasks that require closer supervision than the rest of the job?

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Describe the proximity of the supervisor to incumbent. How often do the supervisor and incumbent meet to discuss job execution?

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### Responsibility for Accuracy

What are the typical kinds of errors made? What is the likelihood that an error will be caught by the employee, or by someone else in subsequent steps? How is work quantity and quality verified? What is the frequency of verification? What would be the effect of such errors, if not detected?

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### Judgment and Decisions

What kind of independent decisions does the employee make? What decisions can the employee make without referral to a supervisor? Is the employee’s decision reviewed before becoming effective, and if so, by whom?

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| Does the employee have the authority to approve or reject the work of others? | Yes |  | No |  |

Check the box that best describes the general nature of this work:

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|  | Work is routine and repetitive; work methods and processes are prescribed by others. |
|  | Work is semi-routine and somewhat repetitive; incumbent follows general instructions. |
|  | Work is somewhat varied and non-repetitive; incumbent faces complex problems not previously encountered. |

1. **Complexity & Creativity**

**Comment on the amount of analytical, technical and creative thinking necessary to carry out the responsibilities of the position along with the availability of policies, procedures, standards and precedents that are available to guide the position’s actions. When considering complexity, look at the depth and breadth of knowledge that is required.**

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### Personal Contacts

What contacts with others, other than with immediate co-workers and immediate supervisor, is the employee required to make? Who does the employee interact with outside of his/her own department and outside of the University? What is the nature and purpose of these interactions?

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1. **Budgetary**

What is the budgetary responsibility and authority associated with the position for operating expense, payroll expense, capital spending? Does the position have signing authority? If so, what is the dollar limit? Is the position responsible for approving budgets, formulating budgets, providing input into developing or administering budgets, tracking expenditures and reporting on budget variances, etc.? What is the magnitude of the budget that the incumbent influences?

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## Other Comments

Please add any other comments that would be beneficial in understanding the nature and scope of this position.

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