



University of Central Florida
 University Support Personnel System (USPS)
 Position Description

Please complete each section and ensure that all information is accurate and legible.

CURRENT POSITION DATA				TO BE COMPLETED BY HUMAN RESOURCES	
Position Number	Requested Position Action Establishment Reclassification Update			Department Code	Position Number
	Job Code	Job Title		Approved Action	Approved Effective Date
Current					
Proposed				Approved Job Title	Approved Job Code
Vice Presidential Division					
College/Office	Department	Section		Human Resources Director or Designee Signature	Date
Subsection	City	County			

General Responsibility (a brief statement explaining the main purpose and/or responsibility of the position):

Specific Tasks (a detailed list of job duties in order of importance):	Total Time Spent:
Essential Responsibilities – Indicate with an ‘X’ the responsibilities that are essential to the position.	
Other Responsibilities – Indicate with an ‘X’ the other responsibilities (other than the essential responsibilities) that are assigned to the position.	
Estimated Time Spent – Indicate the approximate percentage (%) of time spent on each task. Total percentage must equal 100%.	

Specific Tasks (a detailed list of job duties in order of importance):

Essential Responsibilities – Indicate with an ‘X’ the responsibilities that are essential to the position.

Other Responsibilities – Indicate with an ‘X’ the other responsibilities (other than the essential responsibilities) that are assigned to the position.

Estimated Time Spent – Indicate the approximate percentage (%) of time spent on each task. Total percentage must equal 100%.

Working Conditions and Related Information

Supervision Received (include the title and position number of the supervisor, type of supervision, and scope of supervision received)

Supervision Exercised (include the job title(s) and position number(s) that the position directly supervises, excluding student assistants)

Working Hours (indicate the daily working hours and the total hours worked per week)

- a) Daily from _____ to _____
- b) Total Hours per Week _____
- c) Explain any variations in work week, split shifts, on-call status, or rotations:

Machines/Equipment (list the machines or equipment used regularly, indicating the percentage (%) of operation time for each)

Knowledge, Skills, and Abilities (KSA's)

In order of importance, list specific knowledge, skills, and abilities required for this position. Use additional sheets, if necessary.

Physical and Mental Qualification Requirements

In order of importance, list the specific physical and mental qualifications that are required to perform the essential tasks (i.e. tasks that represent the most important functions of the position) as listed under the Specific Tasks section. Examples of these qualifications are the minimum required hearing, sight, speech, stooping, bending, lifting, hand and fingers capabilities/dexterity; ability to follow written and/or oral directions and educational level, etc., if not stated in the class specifications.

- Minimum Physical Qualification Requirements of the Position

- Minimum Mental Qualification Requirements of the Position

Licenses/Certificates/Special Requirements (List any licenses, certificates, and other special requirements of this position)

Vendors

The responsibilities of this position include the approval and/or processing of vendors' invoices or distribution of warrants to vendors pursuant to section 215.422, Florida Statutes. YES NO

Classification Change Action (complete only if requesting a classification change)

Explain how the duties of this position have changed since it was established or last reclassified. For example, note the specific tasks that have been added, removed, or changed. Use additional sheets, if necessary.



University Support Personnel System (USPS)
Position Description Signatures

I certify that I have received and reviewed this Position Description for the position to which I am assigned.

Name of Employee	Employee Signature	Date
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I certify that the statements above, to the best of my knowledge, accurately describe the position.
I understand that intentional falsification of this document is in violation of Florida State Statutes and may result in prosecution or disciplinary action.

Name of Immediate Supervisor	Immediate Supervisor Signature	Date
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Immediate Supervisor Job Title	# Immediate Supervisor Position Number
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Name of Reviewing Authority (Appropriate Vice President, Dean, Director, Chairperson, or other Administrative Officer)	Reviewing Authority Signature	Date
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University Support Personnel System (USPS) Position Description Instructions

Position Descriptions on file in Human Resources should be no older than two (2) years in order to ensure accurate job responsibilities and expectations of employees.

Current Position Description Data

- Position Number: the current five-digit position number for the position
- Requested Position Action:
 - Establishment – a new position
 - Reclassification – a classification change
 - Update – a revision to the current position description with no requested changes in classification
- Current Job Code and Job Title: the current three-digit job code and the full job title of the position
- Proposed Job Code and Job Title: the requested three-digit job code and the full job title, if a change in classification is requested
- Vice Presidential Division: the Vice Presidential division in which the position is located
- College/Office: the college/office in which the position is located, if applicable
- Department: the department in which the position is located
- Section: the section within the department in which the position is located, if applicable
- Subsection: the subsection of the section within the department in which the position is located, if applicable
- City: the city in which the worksite of the employee is located (if work is performed in more than one (1) city, write the name of the city where the majority of working time is spent.)
- County: the county in which the worksite of the employee is located (if work is performed in more than one (1) county, write the name of the county where the majority of working time is spent.)

Specific Tasks

- Explain the specific assigned tasks in order of importance
 - Note: Class specifications are not used as assigned tasks on the Position Description as they are only generic guidelines for the minimal tasks that are typically associated with the classification. A Position Description must include the accurate task level duties of the position.
- Indicate with an 'X' in the Essential Responsibilities column the specific tasks that are considered essential to the position
 - Essential Tasks are the core tasks of a position that represent its primary purpose. They are the essential reasons for which the position is budgeted for and maintained. Essential tasks generally cannot be delegated from one position to another, as it would erode the purpose of the position.
- Indicate with an 'X' in the Other Responsibilities column the other tasks that are assigned to the position that are not considered essential tasks
- Indicate the Estimated Time Spent on each task as a percentage (%). Indicate if the estimated time spent is on a weekly, monthly, or annual basis. The total percentage must equal 100%.

Note: For classification changes, if the tasks assigned to the position have changed since its initial establishment or previous reclassification, note the specific tasks that have been added, removed, or changed.

Position Description Signatures

- Obtain all appropriate signatures for Position Descriptions
- The supervisor on the Position Description should match the "Reports To" supervisor in PeopleSoft
 - To change the supervisor in PeopleSoft, submit a Position Change (for vacant) or Edit (for filled) ePAF
- For position establishment and reclassification actions, submit Position Descriptions to the appropriate Vice President for approval
- For Position Description update actions, submit Position Descriptions to Human Resources

Please contact HR-Compensation for any questions or concerns
Phone: (407) 823-2771 | Email: comp@ucf.edu