

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

Responsibilities (List in order of importance.)

Essential responsibilities - Indicate with an [x] which of the listed responsibilities are essential to the position.
Other responsibilities - Indicate with an [x] the listed responsibilities (other than the essential responsibilities) that are also assigned to the position.
GENERAL RESPONSIBILITY:
SPECIFIC TASKS:

Essential responsibilities - Indicate with an [x] which of the listed responsibilities are essential to the position.

Other responsibilities - Indicate with an [x] the listed responsibilities (other than the essential responsibilities) that are also assigned to the position.

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Policy-Making and/or Interpretation

Program Direction and Development

Supervision Received (Include title of supervisor, type of supervision and scope of supervision received.)

Supervision Exercised (List the job titles and number of positions directly supervised.)

Monetary Responsibility (Statement of responsibility for funds – amount and consequence of error.)

Level of Public Contact (Describe internal and external business contact - frequency and scope.)

Responsibility for Confidential Data (Statement of the disclosure of data which would be prejudicial to the successful operation of the University.)

Other Characteristics of Position (Statement of unique or other important characteristics of position.)

Physical and Mental Qualification Requirements (In order of importance, list 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 Responsibilities 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 class specifications.)

Minimum Physical Qualification Requirements of the Position

Minimum Mental Qualification Requirements of the Position

SIGNATURES

_____ Name of Employee	_____ Signature	_____ Date
_____ Name of Immediate Supervisor	_____ Supervisor Job Title	_____ Supervisor Position #
_____ Signature of Immediate Supervisor		_____ Date
_____ Name of Reviewing Authority (Appropriate Vice President, Dean, Director, Chairperson or other Administrative Officer)	_____ Signature	_____ Date