



Position Description Instructions

Google Chrome is the recommended browser to ensure full functionality of this form

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.

Note: If any of the Required fields are not applicable, please type "N/A" in the space provided

Current Position Description Data

- **Position Number:** position number for the position
- **Requested Position Action:**
 - New/Establishment – new position
 - Change/Update – classification change OR revision to current position description without classification changes
- **Current Job Code and Job Title:** current job code and full job title of position
- **Proposed Job Code and Job Title:** requested job code and the full job title, if a change in classification is requested
- **Vice Presidential Division:** Vice Presidential division in which the position is located
- **College/Office:** college/office in which the position is located, *if applicable*
- **Department:** department in which the position is located
- **Section:** section within the department in which the position is located, *if applicable*
- **Subsection:** subsection of the section within the department in which the position is located, *if applicable*
- **City:** 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:** 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)

Change/Update Details *Only use this field if a change or update is being requested*

- List specific details explaining the change or update requested
- Attach justification and Org Chart when submitting the request

Specific Duties

- Explain the specific assigned duties in order of importance
- Indicate with an 'X' in the **Essential Responsibilities** column the specific duties considered essential to the position
 - Essential duties are the core duties of a position that represent its primary purpose. They are the essential reasons for which the position is budgeted and maintained. Essential duties 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 duties that are assigned to the position that are not considered essential duties
- 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% and must be in 5% increments (eg. 5%, 10%, 15%, 20%, etc).
- Space is limited in each box. You may use multiple boxes for continuation of grouped duties if necessary.

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

Position Description Signatures

- Only system generated digital signatures are valid. Do not use digital IDs from a file or self-signed digital ID signatures on this page as it will make the file too large to upload
- Obtain all appropriate **electronic** 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 Existing Job ePAF
- For position actions, first submit Position Descriptions to the appropriate Vice President for approval
- Then submit Position Descriptions to Human Resources
- Once all **electronic** signatures have been obtained, employee should acknowledge and sign electronically
 - If employee is not able to provide an **electronic** signature, please only print after Supervisor, Reviewing Authority & HR Designee have provided electronic signatures.

Please contact HR-Compensation for any questions or concerns