

# POSITION DESCRIPTION FORM

This form should be used for new positions, vacant positions, or reclassification requests.

## *Position Information*

Position Title: \_\_\_\_\_

Position Grade: \_\_\_\_\_

Department: \_\_\_\_\_

Request Type:                      New Position                      Vacancy                      Reclassification

## *Position Summary*

Summarize the overall functions or purpose of this position. This should be a concise description of the position.

## *Summary of Change*

This section should be completed for RECLASSIFICATION requests only. Summarize in detail the significant changes to the position. (i.e. level of decision making, supervisory responsibility, qualitative/quantitative responsibilities)

*Duties and Responsibilities*

Indicate as clearly as possible the significant duties and responsibilities associated with this position. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

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## Qualifications

### A. Formal Education (minimal level REQUIRED for this position)

Less than High School diploma  
High School diploma or GED  
Associates or other 2-year degree  
Bachelors degree  
Masters or Professional degree (M.B.A., J.D., etc.)  
Doctorate

### B. Work Experience (minimum experience REQUIRED for this position)

Less than 1 year  
1 - 3 years  
4 - 6 years  
7 - 9 years  
10 + years

### C. Knowledge, Skills and Abilities

### C. Additional Qualifications

*Organizational Characteristics*

Does this position make employment decisions or evaluate others for (choose all that apply)

Pay Increases

Hire/Termination

Classification/Promotion

Discipline

Does this position have budget responsibility?      Yes      No

If so, what is the approximate dollar amount?      \$\_\_\_\_\_

Please attach an organization chart to help explain this position's placement in your department.