



POSITION DESCRIPTION INSTRUCTIONS

North Dakota University System

This Position Description should be completed cooperatively by the employee and supervisor unless the position is new or vacant, in which case it should be completed by the supervisor. Call your Human Resource representative with questions.

It is important that the information is accurate since the Position Description is used for the following purposes:

- a) job description;
- b) job family/band assignment;
- c) source document for recruitment;
- d) source document for responsibility reviews and employee development;
- e) source document for workers compensation or disability accommodation issues.

When the following information is completed, submit to your Human Resources/Personnel Office, to initiate the job family/band assignment process.

___ Completed detailed position description which accurately reflects the duties/responsibilities of the position.

___ Cover memo/statement indicating:

the applicable reason:

___ New responsibilities have been added to the existing unit's mission/purpose and assigned to this position;

___ Significant amount of new responsibilities have been reassigned/changed to this position with no substantial change in the unit's mission/purpose;

___ Position is in a job family/band which has been revised by the NDUS Human Resource Council;

___ Contact person for the process;

___ Department (up to President) Organizational Chart representing reporting relationship used for Responsibility Reviews including each employee's:

___ Name

___ Job Title

___ Position Number

___ Job Family Name/#



POSITION DESCRIPTION
North Dakota University System

PART A - Identification, Duties/Responsibilities, and Task Inventory

1. Name of Employee: 1a. Position #:		2. Employee ID #:	
3. Sub Band Title: 3a. Job Family #:		4. Functional Title:	
5. Please check all that apply:			
<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time (FTE%)
<input type="checkbox"/>	9 month position	<input type="checkbox"/>	10 month position
<input type="checkbox"/>	11 month position	<input type="checkbox"/>	12 month position
<input type="checkbox"/>	Other month _____		
HR Use only			
<input type="checkbox"/>	Exempt <i>(If exempt, documentation required)</i>	<input type="checkbox"/>	Non-Exempt
6. Institution:		7. Division:	
8. Department:		9. Unit:	
10. Work Mailing Address:		11. Work Phone #:	
12. Name & Title of Supervisor:			
13. University Mission:			
14. What is the function of your department?			
15. What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?)			

Duty/Responsibility No:		1	Statement of duty/responsibility:	
Percent of Time:		40	Perform departmental receptionist responsibilities.	
For ADA compliance, see instructions. Responsibility is: (Please check one)				
<input checked="" type="checkbox"/>	Essential	<input type="checkbox"/>		
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)				
<ul style="list-style-type: none"> • Answer department telephone, relay information or transfer calls to appropriate individuals. • Greet visitors, answer questions and/or direct them to appropriate individual(s). • Handle daily mail and correspondence for department. 				

Duty/Responsibility No:		2	Statement of duty/responsibility:	
Percent of Time:		45	Perform departmental administrative activities.	
For ADA compliance, see instructions. Responsibility is: (Please check one)				
<input checked="" type="checkbox"/>	Essential	<input type="checkbox"/>		
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)				
<ul style="list-style-type: none"> • Compose routine correspondence for department chair. • Key instructional materials (tests, syllabi, handouts, class schedules) for department faculty. • Make travel arrangements for all departmental faculty. 				

Duty/Responsibility No:		3	Statement of duty/responsibility:	
Percent of Time:		13	Assist with department seminars.	
For ADA compliance, see instructions. Responsibility is: (Please check one)				
<input type="checkbox"/>	Essential	<input checked="" type="checkbox"/>		
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)				
<ul style="list-style-type: none"> • Work at registration table. • Assist in scheduling equipment, rooms and refreshments. • Handle participant's correspondence and registration materials as needed. 				

Duty/Responsibility No:		4	Statement of duty/responsibility:	
Percent of Time:		2	Work safely.	
For ADA compliance, see instructions. Responsibility is: (Please check one)				
<input checked="" type="checkbox"/>	Essential	<input type="checkbox"/>		
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)				
<ul style="list-style-type: none"> • Follow safety rules. • Help identify unsafe working conditions. • Stop co-workers who are working in an unsafe manner. 				

Part A - 16. Duties/Responsibilities

Provide a general statement of each major duty or responsibility.

- < List the task(s) involved in accomplishing each major duty/responsibility.
- < Indicate the percent of time that is spent on each major duty or responsibility. Estimate percentages over the course of the year. (The incumbent could keep a record of the time spent performing each duty of a course of time.)
- < Begin each statement with a verb that exemplifies the action taken in performing the assignment.
- < **Indicate Essential/Secondary.** The following questions should be taken into consideration in the determination:

-Is the duty/responsibility the reason the job exists?

-Is this a highly specialized task or one that requires special education, training licensure?

If the answer is yes, the duty is Aessential.

-What is the percentage of time spent on the function?

If the answer indicates a great % of time, the duty is probably Aessential.

-What are the consequences to others or to the institution of the failure to perform the function?

If the answer indicates a high level of accountability, the duty is Aessential.

NOTE: See examples and additional instructions attached.

Duty/Responsibility No:		Statement of duty/responsibility:	
Percent of Time:			
For ADA compliance, see instructions. Responsibility is: (Please check one)			
<input type="checkbox"/> Essential	<input type="checkbox"/> Secondary		
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)			

Duty/Responsibility No:		Statement of duty/responsibility:	
Percent of Time:			
For ADA compliance, see instructions. Responsibility is: (Please check one)			
<input type="checkbox"/> Essential	<input type="checkbox"/> Secondary		
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)			

Duty/Responsibility No:			Statement of duty/responsibility:
Percent of Time:			
For ADA compliance, see instructions. Responsibility is: (Please check one)			
<input type="checkbox"/>	Essential	<input type="checkbox"/>	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)			

Duty/Responsibility No:			Statement of duty/responsibility:
Percent of Time:			
For ADA compliance, see instructions. Responsibility is: (Please check one)			
<input type="checkbox"/>	Essential	<input type="checkbox"/>	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)			

Duty/Responsibility No:			Statement of duty/responsibility:
Percent of Time:			
For ADA compliance, see instructions. Responsibility is: (Please check one)			
<input type="checkbox"/>	Essential	<input type="checkbox"/>	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)			

PART B
Working Environment

1. EDUCATION/KNOWLEDGE REQUIREMENT - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (If you were to recruit today, what qualifications would you require?):			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc..)	
	less than high school diploma		Major field of study or degree emphasis: (accounting, economics, etc...)
	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Specialized subject knowledge:(cost accounting, MACRO economics, etc...)
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training:			
Required Supervisory Experience:			
2. LICENSE/ CERTIFICATION		Identify licenses/certification required:	
3. SPECIFIC SKILLS OR EQUIPMENT REQUIRED		Requires use/operation of (could includes computer software/hardware, tractors, lab equipment, organizational/prioritization ability, interpersonal/oral/written communication skills, customer oriented/service, detail oriented, etc.):	

4. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING PERSONS/POSITIONS

Position #	Title of Person Supervised	FTE %
TOTAL		

5. INDIRECT SUPERVISION

Total number of positions indirectly supervised:	
Total number of students or other non-banded staff employees indirectly supervised:	

6. HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:

Precautionary measures taken to avoid those unusual or hazardous working conditions:

Frequency of occurrence of unusual or hazardous working conditions:

7. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				
Walk				
Sit				
Use hands dexterously (use fingers to handle, feel)				
Reach with hands and arms				
Climb or balance				
Stoop/kneel/crouch or crawl				
Talk or hear				
Taste or smell				
Lift & carry: up to 10 pounds				
up to 25 pounds				
up to 50 pounds				
up to 75 pounds				
up to 100 pounds				
more than 100 pounds				

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Employee's Signature

Date

Supervisor's Signature

Date

Please Attach An Organizational Chart