

Job Description Form

This form represents the formal job description for a role. If requesting review of salary, grade, or title, this form must be accompanied by a Job Evaluation Request Form and other required documents.

Position & Job Information

Job Title

Job Grade

Department

**Reports To
(Name/Title)**

Job Status

New Job Description

Update Job Description

Position Status

Currently Filled

Vacant

Position Number

0000_____

Job Summary

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

Job Duties & Responsibilities

Indicate as clearly as possible the significant duties and responsibilities associated with this job. 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.

Job Duties & Responsibilities (Continued)

Qualifications

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

- Less than high school diploma
- High school diploma or GED
- Bachelor’s degree or equivalent
- Master’s or professional degree
- Doctorate

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

- 1 + years
- 3 + years
- 5 + years
- 7 + years
- 10 + years

C. ESSENTIAL Minimum Required Knowledge, Skills, Competencies, and Abilities

D. PREFERRED Knowledge, Skills, Abilities, Experience, and Other Education

E. ESSENTIAL Physical Functions: Is this job identified for POPES Yes No
If you have any questions about Essential Functions or POPES, contact EHS directly.

Is this an essential services job? Yes No
Refer to policy [5.1.6 Essential Services During Emergencies or Other Conditions](#).

Does this job requiring driving and/or a commercial driver’s license? Yes No

Organizational Characteristics

Supervisory Responsibilities of This Job (choose all that apply):

- Hiring / Termination
- Pay Increases
- Classification / Promotion
- Disciplinary Action

Does this position have budget responsibility?

Yes No

If so, what is the approximate dollar amount?

\$ _____