

ROLE DESCRIPTION

Vacant Position Number:
 New Position
 Revised Role Description for Incumbent
Position Number:
Department:
Date:
Working Title:

For HRS use only:
Staff or Contract
Overtime Eligible: Yes or No
Union:
SOC Code:
JCAT Code:
Compensation Title:
Current Available Range: _____

1. Required Signatures

Name of Incumbent (Last, First, MI)

Employee Signature

Immediate Supervisor

Date

Dean/Director Review

Date

2. Statement Describing Expectations and Responsibilities of the Position

(Describe the expectations and responsibilities; including the overall complexity of assigned tasks and the degree of initiative and independence required to perform the position).

3. Describe the Management and Supervision of Others

(List the positions the employee supervises and describe the degree of independence and decision-making authority regarding performance, pay and employment relationship matters).

4. Minimum Position Knowledge, Skills, & Abilities

(Include the knowledge, skills, and abilities a newly hired employee would minimally be required to have in order to perform the expectations and responsibilities of the position based on the description in Section 3).

5. Post-Training Position Knowledge, Skills, & Abilities

(Add the level of and/or additional knowledge, skills, and abilities that a trained employee would be required to have in order to perform the full expectations and responsibilities of the position that differ from those listed in Section 6).

6. Preferred Education, Experience, Knowledge, Skills, and/or Abilities

(List any preferred qualifications).

7. Organizational Chart and Department Mission Statement

(Insert departmental mission statement and include or attach organizational chart).