

Job Description Form

Description of Position	
Job Title:	Date:
Incumbent:	Employment Status:
Department:	Regular <input type="checkbox"/>
	Temporary <input type="checkbox"/>
Supervisor's Name/Title:	Full-Time <input type="checkbox"/>
	Part-Time <input type="checkbox"/>
Supervisor's Phone:	Intern <input type="checkbox"/>
	Reg. Hours Worked: _____ /Week
	Exempt <input type="checkbox"/> Non-exempt <input type="checkbox"/>

A position description is written to describe work currently organized and performed by a fully qualified employee (who may possess knowledge, skills, and experience required by the position). One should be on file for each regular full- and part- time position. Attach a copy of the last position description prepared for this position.

When was the last time this position description was updated? _____

What is the overall purpose and objective of this position (Explain why this position exists)?

List, in order of importance, the major responsibilities of this position and estimate the percentage of time spent on each responsibility (the main function of the job may or may not be the one where the most time is spent).

1:		
		%
2:		
		%
3:		
		%
4:		
		%
5:		
		%
6:		
		%

Working Conditions

Are there any specific working conditions associated with this position that should be noted (i.e., working environment, hours of work, travel, work space, etc.)? Yes _____ No _____
If yes, please explain:

Analysis of Physical Demands of Position

Note any physical demands that apply.

Describe job responsibilities that require physical demands checked.

1. Strength

a. Standing _____ % of time

Walking _____ % of time

Sitting _____ % of time

b. Lifting _____ pounds

Carrying _____ pounds

Pushing _____ pounds

Pulling _____ pounds

2. Climbing

Balancing

3. Stooping

Kneeling

Crouching

Crawling

4. Reaching

Handling

5. Speaking

Hearing

6. Seeing

Depth

Perception

Color Vision
