



Position Number:

Current Position Information

Employee Name:	Budget Center Name:
Employee ID:	Budget Center Number:
Business Title:	Department Name:
Job Code:	Department Number:
State Title:	Supervisor's Name:
Band:	Supervisor's Position Number:
Full/Part Time:	Supervisor's State Title:
FLSA Status:	Supervisor's Job Code:
Standard Hours:	

Requested Action: ☐ Update ☐ Job/Position Change ☐ New Position
Business Title:

Supervisor's Signature: _____ Date: _____

Supervisor's Name (please print) _____

Office of Human Resources Use Only

Agency Code: _____ Job Code: _____ Effective Date: _____

Action Approved: ☐ Update ☐ Job/Position Change ☐ New Position

SCEIS Pos Number: _____ Tiger Title Code: _____

Approved State Title: _____ FLSA: _____

Approval Signature: _____ Date Approved: _____

Approver's Name (please print) _____



Individualized PD for Position:

Job Summary: *Provide a brief, 2 to 3 sentence overview of the purpose of the position. Include statement: "Other duties as assigned."*

Job Duties: <i>3-5 job duties totaling 100%; Lead with action words that best describe the essence of each job duty.</i>	% of Time	Essential or Non-Essential
	%	
	%	
	%	
	%	
	%	

% of Time must equal 100%



Minimum Requirements

For classified staff positions, minimum education and experience requirements must align with the state job code. If alternate requirements are needed, contact your HR Generalist. Find state job code requirements [here](#).

Minimum Education:	
Minimum Experience:	
Licenses & Certifications:	

Preferred Qualifications (Optional)

Preferred Education:	
Preferred Education Area:	
Preferred Experience:	
Preferred Licenses & Certifications:	

Supervision, Budget, Fiscal, & Emergency Responsibilities:

<p>Indicate the depth and breadth of knowledge within the job's field or specialty that is required to effectively perform the duties and responsibilities of this job.</p>	<p>Comprehensive knowledge of theories, concepts and practices and ability to use in complex, difficult and/or unprecedented situations.</p> <p>Firm working knowledge of concepts, practices and procedures and ability to use in varied situations.</p> <p>Fundamental working knowledge of concepts, practices and procedures and ability to apply in varied situations.</p>
<p>Indicate the type and scope of supervisory responsibilities of this job. Check only one box. Note: this refers to supervision of other employees, not programs or tasks.</p> <p>NOTE: If supervising employees be sure to also select the Supervision and Management competency.</p>	<p>Manages work of others including hiring, terminating, training and developing, providing constructive feedback, establishing and reviewing employee complaints, recommending rewards and recognition and administering corrective action for staff. Plans organizational structure and job content.</p> <p>Supervises work of others and may offer recommendations for hiring, termination and pay adjustments but does not have responsibility for making these decisions.</p> <p>Acts as a Lead by guiding the work of others who perform essentially the same work.</p> <p>Supervises Student workers only</p> <p>Not responsible for supervising employees.</p>
<p>Indicate any fiscal responsibilities for the department's budget, including but not limited to, financial planning and managing fund allocation:</p>	<p>Responsible for developing one or more departmental budget(s).</p> <p>Provides input into the budgeting process, and manages fund allocation.</p> <p>Doesn't provide input but is responsible for monitoring the departmental budget and may manage fund allocation.</p> <p>No fiscal responsibility for the department's budget.</p>
<p>Essential Personnel Level:</p> <p>Please refer to the Essential Personnel Policy and Guidelines.</p> <p><i>If selecting Level 1 or Level 2, ensure employee name and essential function(s) are recorded on your college/division's Business Continuity Plan (BCP). HR records must align with BCP.</i></p>	<p>Normal Operations - Level 0 Required to follow emergency facility closure and modified operations directives, and not normally expected to work on-site during emergency situations.</p> <p>Emergency Response - Level 1 In the event of an emergency closure or modified operations, this position is required to respond in order to provide the University's initial response to the emergency situation, including the execution of mission essential functions. Some positions in this category may be required to work remotely or be on call.</p> <p>Essential Support - Level 2 In the event of an emergency closure or modified operations, this position is necessary to maintain/resume essential support functions, deliver direct care services, and/or provide recovery support before normal operations resume. Some positions in this category may be required to work remotely or be on-call.</p>

* A person in this job must be able to complete the requirements of the job with or without reasonable accommodation.

Physical Requirements

Check if physical requirements are essential to job:

	Stand for prolonged period	%
	Sit (stationary position) for prolonged period	%
	Walk or move about	%
	Use hands or feet to operate or handle machinery, equipment, etc.	%
	Ascend or descend (i.e. stairs, ladder)	%
	Position self to accomplish task (i.e. stoop, kneel, crawl)	%
	Communicate, converse, give direction, express oneself	%
	Recognize or inspect visually	%
	Move, transport, raise or lower *Weight requirement if applicable (per activity, i.e. raise 10 lbs. move 50 lbs.):	%
	Extends hands or arms in any direction	%
	Use taste or smell to detect or determine particular flavors or odors	%
	Perceive, observe, clarity of vision	%
	Comments/Explanation of requirements marked Essential:	

Working Conditions

Check if regularly exposed to conditions below, and include percentage of time exposed:

	Exposure to heat or cold	%
	Exposure to dust/fumes	%
	Wet and or humid	%
	Noise	%
	Vibration	%
	Mechanical hazards	%
	Chemical hazards	%
	Electrical hazards	%
	Radiant hazards	%
	Burn hazards	%
	Overnight travel:	%
	Exposure to bio-hazards (i.e. blood, bodily fluids)	%
	Other:	%
	Comments:	



Competencies

Select 3 to 5 competencies most appropriate for the position

Communication:	Effectively shares/disseminates information; listens to others and incorporates/integrates information. Uses oral, written and interpersonal communication skills to achieve role objectives.
Customer Service Focus:	Effectively and efficiently meets the needs of customers; delivers high quality service and makes customer service a priority by seeking ways to improve service through innovation.
Technical Knowledge/Competence:	Demonstrates the necessary knowledge to effectively perform job and ability to apply learning to job responsibility. Acquires new skills, knowledge and abilities as required by the job.
Problem Solving:	Identifies problems, seeks solutions and effectively solves problems.
Teamwork:	Works effectively and cooperatively with others to achieve organizational goals.
Managing Self:	Works with minimal supervision and manages own time effectively.
Supervision and Management:	Structures and directs the work efforts of others. Coaches, develops and evaluates the performance of others. Promotes equal opportunity in areas such as hiring, promotion, or placement and demonstrates a level of personal and organizational commitment to equal opportunity.
Leadership:	Can be relied upon to guide others to the accomplishment of objectives/responsibilities, to promote teamwork and to resolve problems.
Decision Making:	Able to make sound decisions and demonstrate decisiveness.

NOTE: If supervision of employees is selected above, this competency must be selected.