

## Create a New Position Template

**TITLE of POSITION:** \_\_\_\_\_

New Position

Replacement for \_\_\_\_\_

*Indicate the name of the employee who previously held the position you are changing*

**Does this title currently exist in our CLASSIFICATION PLAN? ([Classification Plan](#))**

Yes

**List the Classification:** \_\_\_\_\_

No

**DEPARTMENT:** \_\_\_\_\_

**FOAP for this position:**

Fund	Organization	Account	Program
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**Hiring Range:** *Indicate the maximum salary for this position within your budget* \$ \_\_\_\_\_

**FTE:** *Indicate the days, times & hours worked per week (e.g. Monday – Friday, 8:00 a.m. to 5:00 p.m., may require occasional nights and weekends)*

\_\_\_\_\_  
\_\_\_\_\_

Hours per week \_\_\_\_\_

**JOB SUMMARY** (if this is part of the Classification Plan, use the Class Concept): *Briefly describe the position's primary purpose in two or three sentences.*

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**ESSENTIAL FUNCTIONS & RESPONSIBILITIES/ JOB DUTIES:** *List the position's essential or most important functions and responsibilities. List all important aspects of the position (including those performed daily, weekly, monthly, or annually) and any that occur on a cyclical basis.*

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**DIRECT SUPERVISOR:** \_\_\_\_\_

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** *If applicable, indicate any licenses, certifications, or registrations that are required to qualify for this position.*

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None

**PHYSICAL REQUIREMENTS:** *(Check only one category).*

Sedentary Work (S) - Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work (L) - Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

Medium Work (M) - Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

Heavy Work (H) - Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Medium Work.

Very Heavy Work (V) - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.

**EQUIPMENT OPERATED:**

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**MINIMUM QUALIFICATIONS:** *Indicate the minimum education and experience that is required to satisfactorily perform the functions of the position. Minimum Qualifications should reflect those required by the job and not necessarily those possessed by the incumbent. List all desired/preferred qualifications below. These minimum qualifications will be used to create supplemental questions on the employment application and will be used to qualify/disqualify applicants for consideration.*

Select the Minimum Level of Education required (Check only one category).

**Level of Education required:**

- Bachelor's degree (4 years)
- Master's degree or Bachelor's degree (5 years) or advanced certification beyond Bachelor's degree
- Doctoral degree (Ph.D., J.D., Ed.D.)

**Indicate the appropriate field(s) of study:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  or a related field

Select the Minimum Amount of Related Work Experience required (Check only one category).

**Amount of Related Work Experience:**

- minimum of one (1) year experience
- minimum of three (3) years' experience
- minimum of five (5) years' experience
- minimum of seven (7) years' experience
- minimum of ten (10) years' experience

**Indicate the type of experience required (i.e., 2 years of event planning, 1 year of supervisory responsibility, 1 year of management responsibility):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Indicate any knowledge, skills or abilities that are important for this position as well as the type of experience, if any, that would be the most beneficial. (i.e. communication skills, organization skills, ability to multi task, ability to work in a fast paced environment):**

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\_\_\_\_\_  
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**PREFERRED QUALIFICATIONS: *Indicate the preferred or desired qualifications.***

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**COMPENSATION ANALYSIS REVIEW:**

***Select the degree of independence under which this position operates (Check only one category).***

- Under moderate supervision, performs recurring assignments by selecting appropriate standard procedures and using previous training. Employee refers problems to supervisor. Supervisor defines tasks, priorities, deadlines, and expectations. Work is reviewed regularly for progress towards completion of tasks.
  
- Under limited supervision, resolves problems and deviations according to established instructions, policies, previous training, and accepted practices. Employee may solve some unusual situations independently. Supervisor defines objectives, priorities, and deadlines. Work is reviewed periodically for completeness, soundness, and conformity to requirements.
  
- Under general supervision, identifies and resolves complex problems and issues. May deviate from traditional procedures in solving problems. Employee participates in setting work objectives and deadlines. Work is evaluated periodically for effectiveness in meeting objectives and short-term results but not on procedures used to accomplish results.
  
- Under broad administrative guidance, recommends goals and objectives for functional area(s). Employee designs and implements projects, programs, and studies for a major unit, section, or department. Objectives are mutually defined. Work is evaluated periodically for intermediate-term results.
  
- Under limited oversight, recommends policies and strategic goals, manages, and assumes risk for a major area. Has authority to alter business goals. Work is evaluated periodically for long-term results.

***Do you consider this position to be comparable to other jobs in your area in terms of responsibility, complexity, impact, and skill? If yes, indicate the position(s).***

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