

MANAGEMENT/EXEMPT STAFF JOB DESCRIPTION WORKSHEET

Employee: _____

Date: _____

Title: _____

Grade: _____

Department: _____

Supervisor Name: _____

Supervisor Title: _____

Date hired to contracted management/exempt position: _____

Number of years in current position: _____

DIRECTIONS

.....to the staff member completing the Worksheet:

1. Complete the Job Description Worksheet. Please leave blank those areas that do not apply. If additional space is required, add attachments, but keep as brief as possible while also thoroughly answering questions.
2. When you have completed the Worksheet, please sign and submit it to your immediate supervisor for review and forwarding to the Human Resources office.

POSITION SUMMARY

- Please summarize the overall purpose of your position in one or two sentences. For example, how would you briefly describe the job, or how would you write a one paragraph newspaper "help wanted" ad for your position?

QUALIFICATIONS

Education and Training

- What are the necessary formal education requirements for the job (AA, BA, MA, etc.)?
- What specialized training is required?
- Any specific certifications, licenses required for the job?

Experience

- What length of experience is required for the job (years, etc.)?
- What specific type of experience is required for the job?
- How long would it take a new employee to perform this job satisfactorily?
- Can experience substitute for formal education for this job?

Knowledge and Skills

- What specific technical knowledge and expertise is required?
- What special skills and abilities are required for the job?

NATURE AND SCOPE

- Describe a potential error or mistake that might occur on this job, and what probable consequences/costs/problems might be associated with the error?

- Please check all items reflecting asset responsibilities within your job.
 - Input/influence to operating budget decisions
 - Responsibility for a portion of department budget
 - Direct authority/accountability for department and/or division budget
 - Direct impact over position that has department and/or division budget authority, explain: _____
 - Revenue generating responsibilities, explain: _____
 - Other, explain: _____

____ Please use this space for information you believe is important to conveying a good understanding of the asset responsibilities of your job, not covered already in this Worksheet.

Problem Solving Challenges

- Please give several examples of the most difficult and challenging **problems** you must solve, or the **decisions** you make on a regular basis to complete your work assignments.

Example of Problem or Decision

Typical Solution

Guidelines based on:

(Choose 1 only for ea problem)

- Available policy/procedure
- Accepted practice/precedent
- Prior work experience
- In event of none above, evaluate/weigh facts & make trade off decision

1.

2.

3.

4.

Working Relationships

- Please give examples of people, organizations, task forces, committees, etc., you need to work with outside your immediate department to complete your work.

Contact (title/function)

Reason for Contact

Frequency?

Supervision of Others

- If you lead or supervise other college employees, which statements best describe your responsibilities?

<u>Work Study</u>	<u>Part-time Noncontracted</u>	<u>Contracted Classified/Faculty/Manager</u>
<input type="checkbox"/> Recommend hire	<input type="checkbox"/> Recommend hire	<input type="checkbox"/> Recommend hire
<input type="checkbox"/> Hire (select)	<input type="checkbox"/> Hire (select)	<input type="checkbox"/> Hire (select)
<input type="checkbox"/> Establish work schedule	<input type="checkbox"/> Establish work schedule	<input type="checkbox"/> Establish work schedule
<input type="checkbox"/> Orient, train and coach	<input type="checkbox"/> Orient, train and coach	<input type="checkbox"/> Orient, train and coach
<input type="checkbox"/> Assign work	<input type="checkbox"/> Assign work	<input type="checkbox"/> Assign work
<input type="checkbox"/> Prioritize work assignment	<input type="checkbox"/> Prioritize work assignment	<input type="checkbox"/> Prioritize work assignment
<input type="checkbox"/> Review work of others	<input type="checkbox"/> Review work of others	<input type="checkbox"/> Review work of others
<input type="checkbox"/> Lead team of co-workers	<input type="checkbox"/> Lead team of co-workers	<input type="checkbox"/> Lead team of co-workers
<input type="checkbox"/> Input to perf. appraisal	<input type="checkbox"/> Input to perf. appraisal	<input type="checkbox"/> Input to perf. appraisal
<input type="checkbox"/> Conduct perf. appraisal	<input type="checkbox"/> Conduct perf. appraisal	<input type="checkbox"/> Conduct perf. appraisal
<input type="checkbox"/> Recommend discharge	<input type="checkbox"/> Recommend discharge	<input type="checkbox"/> Recommend discharge
<input type="checkbox"/> Discharge	<input type="checkbox"/> Discharge	<input type="checkbox"/> Discharge

No. of positions directly supervised: _____ No. of positions indirectly supervised: _____

Job Titles: _____ Job Titles: _____

Working Environment

- Please check all the items listed below that apply to your job.

Regularity of Work Hours

- Work regular established work schedule
- Occasionally work late/early hours
- Work recurring late/early hours (i.e. beg. term)
- Frequently work early/late hours
- Long hours, up to 50 per week
- Extended hours, over 50 a week

Work on a Computer Screen

- Less than 25%
- 25-50%
- More than 50%

Physical Movements

- Climbing or pulling self upward, % of time _____
- Kneeling, stooping, crouching, % of time _____
- Balancing, on unstable surfaces, % of time _____
- Guiding, feeding materials into proper position, % of time _____
- Reaching, pushing, grasping, % of time _____

Health/Safety Exposure

- Noise extremes, % of time _____
- Ventilation/heat extremes, % of time _____
- Bad weather, % of time _____
- Safety hazards, % of time _____
- Contamination, exposure to disease or toxic substance, % of time _____

Physical Effort

- Ordinary office, mostly sitting
 - Lifting, objects less than 10 lbs., % of time _____
 - Lifting, objects 10 to 30 lbs., % of time _____
 - Lifting, objects over 30 lbs., % of time _____
 - Extended standing, % of time _____
 - Extended walking, % of time _____
 - Operation of demanding equipment, % of time _____
- What equipment: _____

Other

- Congested area, explain: _____
- Strained/emotional contacts, explain: _____
- Working under distractions, interruptions, explain: _____
- Time pressure, rushed deadlines, explain: _____
- Travel, explain: _____
- Civic obligations off hours, explain: _____
- Other, explain: _____

ESSENTIAL RESPONSIBILITIES

- Please describe the **major responsibilities/duties/work processes** you perform that are essential to accomplishing the position - for which you are held accountable (list in order of importance).
- Explain the **steps, tasks, or activities** you take to accomplish this duty.
- What is the **end result** of the duty and who is the **customer** (both internal and outside the organization) that receives or is impacted by the results of this duty/responsibility, and what do they use the results/products for.
- Describe what **special knowledge or skills** are required to perform this duty.
- As a general rule, a major duty should be listed only if it takes more than 5% of your time.

<u>Major Responsibility/ Duty/Work Processes</u>	<u>The Steps, Tasks or Activities to Complete Duty</u>	<u>End Results and Customer</u>	<u>Special Knowledge Skills Required</u>
--	--	-------------------------------------	--

Example:

Responsibility: Establishes, manages and maximizes customer service during registration and all other business hours.

Steps/Tasks: Organizes staffing level to match registration schedule.
Oversees, audits and participates in reviewing quality of registration process.

End Results: Registration transactions are completed on a timely and efficient basis.

Knowledge/Skills: Complete knowledge of registration process to train staff and optimize process.
Understanding steps and time involved to complete transactions.
Understand registration and related schedules to project staff needs.
Ability to train clerical staff to perform transactions.

1.

2.

3.

4.

5.

6.

7.

Supervisory Review and Comments

.....to the immediate supervisor reviewing the Worksheet:

3. Please review all sections of the Worksheet.
4. Do not change information on the Worksheet.
5. Add what you believe will enhance understanding of the job, either in this section, on separate attachment, or in a different color ink throughout the body of the Worksheet.
6. Forward the completed Worksheet to the Human Resources office.

Signatures

- I understand signature does not necessarily indicate agreement or disapproval.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Dean or Vice President: _____ Date: _____