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| **General Information** |
|  |  |  |  |  |  |  |  |
|  | Position Title: |  |  |
|  |  |  |  |  |  |  |  |
|  | Division: |  |  | Created/Updated On: |  |  |
|  |  |  |  |  |  |  |  |
|  | Department: |  |  | Position ID:  |  |  |
|  |  |  |  |  |  |  |  |
|  | Supervisor Name: |  |  | Supervisor Position ID: |  |  |
|  |  |  |  |  |  |  |  |
|  | Staff Manager\*: | [ ]  Yes |  | # of Staff position reporting to this one: |  |
|  |  | [ ]  No |  |  |  | Direct Reports |  |
|  |  |  |  |  |  | Total in Reporting Hierarchy |  |
|  |  |  |  |  |  |  |  |
|  | *\* Administrative staff manager responsible for making decisions for hiring, terminations, pay adjustments, promotions and training of direct reports as well as performing other supervisory duties. This is NOT a Functional Supervisor. It also does not include supervision of temps, students and post docs.* |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **For Compensation Use Only** |
|  |  |  |  |  |  |  |
|  | Job Title: |  |  | Job Code: |  |  |
|  |  |  |  |  |  |  |  |
|  | Job Family: |  |  | Career Stream Level: |  |  |
|  |  |  |  |  |  |  |  |
|  | Sub Family: |  |  | Approved by: |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Position Summary** |
|  |  |  |  |  |  |  |  |
|  | *High level overview of the role of the position within the University.* |  |
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|  |  |  |  |  |  |  |  |
| **Responsibilities and Duties** |
|  |  |  |  |  |  |  |  |
|  | *Although other duties may be assigned as needed, the core duties and responsibilities of this position are:* |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | **% of Time** |  | **Duties & Responsibilities** |  |
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|  |  | 100 |  | Total % |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Qualifications and Skills** |
|  |  |  |  |  |  |  |  |
|  | *The minimum qualifications and skills for this position are:* |  |
|  |  |  |  |  |  |  |  |
|  | Education and Experience: |  |  |
|  |  |  |  |  |  |  |  |
|  | Skills: |  |  |
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| **Physical Requirements, Environmental & Hazardous Specifications** |
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|  | *Please indicate any physical, environmental and hazardous conditions under which the essential Responsibilities and Duties of the position are performed.* |  |
|  |  |  |  |  |  |  |  |
|  | **PHYSICAL REQUIREMENTS** |  |
|  |  |  |  |  |  |  |  |
|  |[ ]  SEDENTARY Activity: Lift and carry up to 10 lbs. occasionally; work involves sitting most of the time. |  |[ ]  MODERATE PHYSICAL ACTIVITY: Lift and carry 25 to 50 lbs. frequently, and up to 60 lbs. occasionally. |  |
|  |  |  |  |  |  |  |  |
|  |[ ]  LIMITED PHYSICAL ACTIVITY: Lift and carry up to 10 lbs. frequently, and up to 20 lbs. |  |[ ]  HEAVY PHYSICAL ACTIVITY: Lift and carry 50 to 80 lbs. frequently, and up to 100+ lbs. |  |
|  |  |  |  |  |  |  |  |
|  |[ ]  LIGHT PHYSICAL ACTIVITY: Lift and carry 10 to 25 lbs. frequently, and up to 40 lbs. occasionally. |  |  | Occasional = <50 percent of the timeFrequent = >50 percent of the time  |  |
|  |  |  |  |  |  |  |  |
|  | **MACHINE, TOOLS, ELECTRONIC & OFFICE EQUIPMENT** *(Equipment used to perform the essential functions of the position)* |  |
|  |  |  |  |  |  |  |  |
|  | 1. |  | 4. |  | 7. |  |  |
|  |  |  |  |  |  |  |  |
|  | 2. |  | 5. |  | 8. |  |  |
|  |  |  |  |  |  |  |  |
|  | 3. |  | 6. |  | 9. |  |  |
|  |  |  |  |  |  |  |  |
|  | **ENVIRONMENTAL & HAZARDOUS CONDITIONS** *(Indicate the conditions related to the essential functions of the position)* |  |
|  |  |  |  |  |  |  |  |
|  | 1. | Percent of time working |  |  |  |  |  |
|  |  |  | Indoors:  |  | % |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | Outdoors: |  | % |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | 2. | Respiratory conditions with exposure to: |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Fumes/Vapors |[ ]  Odors |[ ]  Inadequate ventilation |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Dust |[ ]  Gases |[ ]  Other *(please list):*  |  |
|  |  |  |  |  |  |  |  |  |
|  | 3. | Skin conditions with exposure to: |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Toxic chemicals |[ ]  Burn |[ ]  Other *(please list):* |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Radiation |[ ]  Electrical shock |[ ]   |  |
|  |  |  |  |  |  |  |  |  |
|  | 4. | Working conditions with exposure to: |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Heavy Machinery |[ ]  Extreme heat (above 90°) |[ ]  Vibration |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Steam pipes and/or tunnels |[ ]  Machinery with moving parts |[ ]  Lasers |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Biologicals and/or chemicals |[ ]  High voltage electric |[ ]  Cramped quarters |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Extreme cold (below 32°) |[ ]  Grease and oils |[ ]  Use of sharp objects |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Handling/maintaining animals |[ ]  Infectious diseases |[ ]  Noise *(must shout to be heard)* |  |
|  |  |  |  |  |  |  |  |  |
|  |  |[ ]  Scaffolding and high places |[ ]  Other *(please list):* |  |  |
|  |  |  |  |  |  |  |  |
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