** Position Description**

A position description is required to process any requests for recruitment or reclassification. The position description can be sent to your designated HR Client Partner for review prior to submission. If additional space is needed for any of the sections below a separate page may be attached to the position description.

All items in **bold** are needed before a classification review can be completed. Reviews are required for positions to be posted and for the reclassification (promotion, lateral and demotion) of existing positions. Your department’s HR Client Partner is available to collaborate on all areas of the position description.

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| **GENERAL INFORMATION** | | | |
| **Department Name:** |  | **Banner Index:** |  |
| **Incumbent Name:** |  | **Position Number:** |  |
| **Supervisor Name:** |  | **Position Number:** |  |
| **Working Title:** |  | | |

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| **POSITION SPECIFIC INFORMATION** | | | | |
| **Check One:**  Full-Time  Part-Time, Hours: | | \*For HR Client Partner / Compensation Use Only\* | | |
| **Check One:**  Administrative/Staff  Research | | Classification: | Title:    PCLS: | |
| **Extent Position is Supervised (Check One):**  Closely Supervised  Moderately Supervised  Generally Works Independently | |
| **Salary Range:** |  | Pay Grade: |  | |
| **Campus/Location:** |  | FLSA Status: |  | |
| **Check All That Apply:**  Weekdays (M-F)  Weekends  Telecommute  Days  Evenings  Nights  Rotating | | **Emergency Designation:**  Yes  No | | Comments: |

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| **JOB SUMMARY** |
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| **JOB DUTIES (MUST EQUAL 100%)** | | |
| % | Essential  Marginal |  |
| % | Essential  Marginal |  |
| % | Essential  Marginal |  |
| % | Essential  Marginal |  |
| % | Essential  Marginal |  |

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| **SUPERVISES (# OF INDIVIDUALS)** | |
| Managers/Directors: | Support Staff: |
| Supervisors: | Students: |
| Non-Supervisory Professional Staff: |  |

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| **DESIRED EDUCATION, EXPERIENCE & SKILLS** |
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| **WORKING CONDITIONS** |
| Standard Office Environment  Special Conditions  Please Specify Any Special Conditions: |

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| **POSTING INFORMATION (IF APPLICABLE)** | | | |
| **Hiring Manager Contact Information** | Name: | | |
| Phone Number: | | |
| Email Address: | | |
| **Additional Contact Information for Recruitment Communications** | Name: | | Name: |
| Phone Number: | | Phone Number: |
| Email Address: | | Email Address: |
| How long would you like the position posted?\*  OR  \*Please note in some cases HR may need to vary from the selection. | | How involved would you like HR to be in the recruitment process?\*\*  \*\*Please note HR will always review for minimum qualifications. In some cases HR may need to vary from the selection. | |
| Would you like to place any additional external advertisements for the position?  If yes, please provide the location(s) of the advertisement along with the advertisement itself and funding information. | | | |
| Supplemental Questions:\*\*\*  \*\*\*Questions for desired qualifications will not disqualify applicants but can be used to identify top applicants. |  | | |
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