Print Form

- Check reason for submitting Job Description.

- Division to which position is assigned. (Example: Academic Affairs, USAUH)

- Department Name.

- FOAPAL from which position is funded.

- The currently assigned budget position number. (Leave blank if new position.)

- Current four digit class code. (Leave blank if new position.)

- Title of existing position. (Leave blank if new position.)

- Recommended title of new position or reclassification. (If unsure of Proposed Job Title leave blank.)

- Brief statement of the primary function and responsibility of the position.

- The duties and responsibilities assigned to the position which must be performed with or without accomodation.

- Related duties which may possibly be assigned to other positions.

- Any additional licensure, registry, certification, typing skills or other requirements necessary to perform the essential functions of the position.

- Equipment, tools, or machines which are utilized to perform the essential functions of the positions.

- Name, title and phone number of the immediate supervisor of the position under review.

- The classifications and number of employees in each classification directly supervised by the position under review.

- Job Description form must be processed through normal administrative channels and signed by designated individuals.

OTHER DUTIES AND RESPONSIBILITIES:

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

NECESSARY SPECIAL REQUIREMENTS:

EQUIPMENT, TOOLS OR MACHINES OPERATED AND PERCENT OF TIME USED:	SUPERVISED BY:
	TITLE:
	PHONE #:

CLASSIFICATION(S) AND APPROXIMATE NUMBER OF WORKERS SUPERVISED:

APPROVED BY:

Immediate Supervisor	Date
Department Head	Date
Division Head	Date
Human Resources	Date

Clear Form