|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Title:** |  | | | | | |  | **HUMAN RESOURCE USE ONLY** | |
| **Position Class:** | *Staff:* |  | *Faculty:* |  | *Union:* |  |  | **Job Status:** |  |
| **Department:** |  | | | | | |  | **FLSA:** |  |
| **Division:** |  | | | | | |  | **Grade:** |  |
| **Reports to:** |  | | | | | |  | **Union:** |  |
| **Direct Reports:** |  | | | | | |  | **Effective Date:** |  |

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**Position Summary:**

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**Essential Functions (Duties and Responsibilities) – Assign a percentage to each essential function (equal to 100%):**

|  |  |  |
| --- | --- | --- |
|  | | **0%** |
|  | | **0%** |
|  | | **0%** |
|  | | **0%** |
|  | | **0%** |
|  | | **0%** |
|  |  | **=100%** |

**Knowledge, Skills and Abilities:**

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**Education and Experience:**

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**Environmental Conditions and Physical Demands**

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| --- |
| * Usual office environment. * Manual dexterity * Visual and auditory acuity * Able to sit, stand or walk for extended periods of time |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***HUMAN RESOURCES DEPARTMENT USE ONLY*** | | | | | | | | | |
| ***JD reviewed/approved by:*** | | | | ***Reason JD created:*** | | | | ***Compensation Analysis:*** | |
| *Reviewed by:* |  | *Date:* |  | *New job* |  | *Update* |  | *Conducted by:* |  |
| *Reviewed by:* |  | *Date:* |  | *Re-eval* |  | *Interim* |  | *Date completed:* |  |
| *Comments:* | | | | | | | | | |