

Position Description Form

Nonexempt and Exempt Staff

Position Action Requested

Category (Exem	Position Number: opt or Nonexempt):			
	Action:	Establish new Change existin Establish targo Update only	-	Exempt positions)
Proposed	ent Title and Code: Proposed Title: d Pay Range/Band: sed Effective Date: FRS: FTE: UID:			
39	Shady Grove Center		13901-01	
Division	College/School	Department	Sub-Unit	Incumbent
Justification for Requesting Change/Review				
	Justinication in	n Requesting e	nange/ Neview	

Position Summary/Purpose of Position				
Is this position a Unit Head?YesNo How many employees are supervised?				
Face which Doubles and Double with their	0/ of Time			
Essential Duties and Responsibilities	% of Time			
(please list no more than five major duties in descending order of importance; describe each major task in a manner that demonstrates complexity)				
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Minimum Qualifications Required to Perform Work				
Education (include licenses, certifications, etc.):				
Experience:				
Knowledge, Skills, and Abilities:				

Supervision			
(attach a simple organization chart)			
Supervisory Responsibilities of Position (name, title, position number of direct reports):			
Supervision Received (name and title of immediate supervisor):			
Supervision Received (manie and title of infinediate supervisor).			

Physical Demands of Position

(describe the nature of physical activity required and any unusual environmental conditions)