

WESTERN OREGON UNIVERSITY

Classified Position Description

New Revised

Section 1: Position Information

Class Title:

Class Number:

Position Number:

Working Title:

Work Unit:

Work Location (City-County):

Employee Name:

Effective Date:

Position: Regular Seasonal Limited Duration Academic Year
 Full-Time Part-Time Intermittent Job Share

FSLA: Exempt – Not eligible for overtime Non-Exempt – Eligible for Overtime

Section 2: Program/Position Information

Describe the program in which this job exists. Include program purpose, who's effected, size, and scope. Include relationship to agency mission.

Describe the purpose of this position, and how it functions within this program, by completing this statement:
The purpose of this job/position is to . . .

Section 3: Description of Duties

List major duties. Note the percentage of time that the duties are performed. If this is an existing position, mark "N" for new duties or "R" for revised duties. To comply with the American Disability Act, identify the duty as "essential function" by marking the duty with EF.

% of Time N/R DUTIES

Section 4: Working Conditions

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

Section 5: Guidelines

List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

How are these guidelines used to perform the job?

Section 6: Work Contacts

With whom, outside of co-workers in this work unit, must this position regularly come in contact?

Who Contacted

How

Purpose

How Often?

Section 7: Job Related Decision Making

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

Section 8: Review of Work

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?

Section 9: Leadwork or Coordination of Duties

Which of the following leadwork/coordination activities does this job perform?

- | | | |
|---|--|--|
| <input type="checkbox"/> Trains Employees | <input type="checkbox"/> Directs Work Procedures | <input type="checkbox"/> Provides Informal Work Review to Supervisor |
| <input type="checkbox"/> Assigns Work | <input type="checkbox"/> Reviews Work | |

What percentage of time does this position perform these duties? _____ % For how many employees? _____

Section 10: Additional Job-Related Information

Any other comments that would add to an understanding of this position:

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

Section 11: Organizational Chart

Complete the chart below:

Reviewer Name & Title		
Supervisor Name & Title		
Employee Name & Title Name and Title of other employees reporting to the same supervisor	<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> </div>	<p>Names & titles of those for whom this employee provides leadwork</p> <div style="display: flex; flex-direction: column; gap: 5px;"> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> <div style="border: 1px solid black; width: 100%; height: 20px;"></div> </div>

Supervisor - Print Name Here

Supervisor – Sign Here

Date

Reviewer – Print Name Here

Reviewer – Sign Here

Date

Employee - Print Name Here

Employee – Sign Here

Date

Judy Vanderburg

Appointing Authority – Print Name Here

Appointing Authority – Sign Here

Date