



# POSITION DESCRIPTION INSTRUCTIONS

## North Dakota University System

This Position Description should be completed cooperatively by the employee and supervisor unless the position is new or vacant, in which case it should be completed by the supervisor. Call **Jill Sackenreuter, Associate Director of Recruitment & Administration, at 231-8525** with questions. This form is available in Adobe Acrobat, Microsoft Word and Microsoft Excel.

It is important that the information is accurate since the Position Description is used for the following purposes:

- a) job description;
- b) job family/band assignment;
- c) source document for recruitment;
- d) source document for performance reviews and employee development;
- e) source document for workers compensation or disability accommodation issues.

**When the following information is completed, submit to Jill Sackenreuter in Human Resources, SGC 102, to initiate the job family/band assignment process.**

\_\_\_ Completed detailed position description which accurately reflects the duties/responsibilities of the position.

\_\_\_ Cover memo/statement indicating:

**the applicable reason:**

\_\_\_ New responsibilities have been added to the existing unit's mission/purpose and assigned to this position;

\_\_\_ Significant amount of new responsibilities have been reassigned/changed to this position with no substantial change in the unit's mission/purpose;

\_\_\_ Position is in a job family/band which has been revised by the NDUS Human Resource Council;

\_\_\_ Contact person for the process;

\_\_\_ Department (up to President) Organizational Chart representing reporting relationship used for Responsibility Reviews including each employee's:

- \_\_\_ Name
- \_\_\_ Job Title
- \_\_\_ Position Number
- \_\_\_ Job Family Name/#

\_\_\_ As part of NDSU's eligibility for the ND Workers Compensation Risk Management Program, please include one of the following applicable responsibilities:

\_\_\_ **For all employees, add the following:**

**Duty/Responsibility No. \_\_\_:** Work safely.

**Tasks:** Follow safety rules, help identify unsafe working conditions, stop co-workers who are working in an unsafe manner.

\_\_\_ **For supervisor, add the following:**

**Duty/Responsibility No. \_\_\_:** Supervise safe operation of unit.

**Tasks:** Conduct safety inspections, eliminate hazards, train employees about safe work habits, and enforce safety rules.

\_\_\_ **For heads of sub-agencies, VPs, and the President, add the following:**

**Duty/Responsibility No. \_\_\_:** Provide resources for safe operation of unit.

**Tasks:** Provide financial and human resources to help eliminate identified safety hazards.

\_\_\_ **For new positions, complete the following in order for Payroll to assign a position number:**

**Account Codes:**

Fund	Department	Project	Program	Account
_____	_____	_____	_____	_____



# POSITIONS DESCRIPTION INSTRUCTIONS

## North Dakota University System

### PART A - Identification, Duties/Responsibilities, and Task Inventory

<b>1. Name of Employee:</b> <b>1a. Position #:</b>		<b>2. Empl ID #:</b>	
<b>3. Job Family Name:</b> <b>3a. Job Family #:</b>		<b>4. Functional Title:</b>	
<b>5. Please check all that apply:</b>			
	Full Time		Part Time (FTE%     )
	9 month position		10 month position
	11 month position		12 month position
	Other month _____		
<b>HR Use only</b>			
	Exempt <i>(If exempt, documentation required)</i>		Non-Exempt
<b>6. Institution:</b>		<b>7. Division:</b>	
<b>8. Department:</b>		<b>9. Unit:</b>	
<b>10. Work Mailing Address:</b>		<b>11. Work Phone #:</b>	
<b>12. Name &amp; Title of Supervisor:</b>			
<b>13. NDSU Mission: <i>With energy and momentum, North Dakota State University addresses the needs and aspirations of people in a changing world by building on our land-grant foundation.</i></b>			
<b>14. What is the function of your department?</b>			
<b>15. What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?)</b>			

**SAMPLE**  
**Position: Administrative Secretarial**

<b>Duty/Responsibility No:</b>		1	<b>Statement of duty/responsibility:</b>  Perform departmental receptionist responsibilities.	
<b>Percent of Time:</b>		40		
<b>For ADA compliance, see instructions. Responsibility is: (Please check one)</b>				
<input checked="" type="checkbox"/>	<b>Essential</b>	<input type="checkbox"/>		
<b>Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)</b>				
<ul style="list-style-type: none"> <li>• Answer department telephone, relay information or transfer calls to appropriate individuals.</li> <li>• Greet visitors, answer questions and/or direct them to appropriate individual(s).</li> <li>• Handle daily mail and correspondence for department.</li> </ul>				

<b>Duty/Responsibility No:</b>		2	<b>Statement of duty/responsibility:</b>  Perform departmental administrative activities.	
<b>Percent of Time:</b>		45		
<b>For ADA compliance, see instructions. Responsibility is: (Please check one)</b>				
<input checked="" type="checkbox"/>	<b>Essential</b>	<input type="checkbox"/>		
<b>Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)</b>				
<ul style="list-style-type: none"> <li>• Compose routine correspondence for department chair.</li> <li>• Key instructional materials (tests, syllabi, handouts, class schedules) for department faculty.</li> <li>• Make travel arrangements for all departmental faculty.</li> </ul>				

<b>Duty/Responsibility No:</b>		3	<b>Statement of duty/responsibility:</b>  Assist with department seminars.	
<b>Percent of Time:</b>		13		
<b>For ADA compliance, see instructions. Responsibility is: (Please check one)</b>				
<input type="checkbox"/>	<b>Essential</b>	<input checked="" type="checkbox"/>		
<b>Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)</b>				
<ul style="list-style-type: none"> <li>• Work at registration table.</li> <li>• Assist in scheduling equipment, rooms and refreshments.</li> <li>• Handle participant's correspondence and registration materials as needed.</li> </ul>				

<b>Duty/Responsibility No:</b>		4	<b>Statement of duty/responsibility:</b>  Work safely.	
<b>Percent of Time:</b>		2		
<b>For ADA compliance, see instructions. Responsibility is: (Please check one)</b>				
<input checked="" type="checkbox"/>	<b>Essential</b>	<input type="checkbox"/>		
<b>Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)</b>				
<ul style="list-style-type: none"> <li>• Follow safety rules.</li> <li>• Help identify unsafe working conditions.</li> <li>• Stop co-workers who are working in an unsafe manner.</li> </ul>				

## Part A - 16. Duties/Responsibilities

Provide a general statement of each major duty or responsibility.

- < List the task(s) involved in accomplishing each major duty/responsibility.
- < Indicate the percent of time that is spent on each major duty or responsibility. Estimate percentages over the course of the year. (The incumbent could keep a record of the time spent performing each duty of a course of time.)
- < Begin each statement with a verb that exemplifies the action taken in performing the assignment.
- < **Indicate Essential/Secondary.** The following questions should be taken into consideration in the determination:
  - Is the duty/responsibility the reason the job exists?
  - Is this a highly specialized task or one that requires special education, training licensure?

**If the answer is yes, the duty is essential.**

  - What is the percentage of time spent on the function?

**If the answer indicates a great % of time, the duty is probably essential.**

  - What are the consequences to others or to the institution of the failure to perform the function?

**If the answer indicates a high level of accountability, the duty is essential.**

NOTE: See examples and additional instructions attached.

<b>Duty/Responsibility No:</b>		<b>Statement of duty/responsibility:</b>	
<b>Percent of Time:</b>			
<b>For ADA compliance, see instructions. Responsibility is: (Please check one)</b>			
<input type="checkbox"/> <b>Essential</b>	<input type="checkbox"/> <b>Secondary</b>		
<b>Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)</b>			

<b>Duty/Responsibility No:</b>		<b>Statement of duty/responsibility:</b>	
<b>Percent of Time:</b>			
<b>For ADA compliance, see instructions. Responsibility is: (Please check one)</b>			
<input type="checkbox"/> <b>Essential</b>	<input type="checkbox"/> <b>Secondary</b>		
<b>Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)</b>			

<b>Duty/Responsibility No:</b>				<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>				
For ADA compliance, see instructions. Responsibility is: (Please check one)				
<input type="checkbox"/>	<b>Essential</b>	<input type="checkbox"/>	<b>Secondary</b>	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)				

<b>Duty/Responsibility No:</b>				<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>				
For ADA compliance, see instructions. Responsibility is: (Please check one)				
<input type="checkbox"/>	<b>Essential</b>	<input type="checkbox"/>	<b>Secondary</b>	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)				

<b>Duty/Responsibility No:</b>				<b>Statement of duty/responsibility:</b>
<b>Percent of Time:</b>				
For ADA compliance, see instructions. Responsibility is: (Please check one)				
<input type="checkbox"/>	<b>Essential</b>	<input type="checkbox"/>	<b>Secondary</b>	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)				

**PART B**  
**Working Environment**

**1. EDUCATION/KNOWLEDGE REQUIREMENT - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (If you were to recruit today, what qualifications would you require?):**

<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc..)			
<input type="checkbox"/>	less than high school diploma	<b>Major field of study or degree emphasis: (accounting, economics, etc...)</b>			
<input type="checkbox"/>	High school diploma or GED.				
<input type="checkbox"/>	1 year college			<input type="checkbox"/>	2 years college
<input type="checkbox"/>	3 years college			<input type="checkbox"/>	4 years college
<input type="checkbox"/>	1st year graduate level	<b>Specialized subject knowledge:(cost accounting, MACRO economics, etc...)</b>			
<input type="checkbox"/>	2nd year graduate level				
<input type="checkbox"/>					

**Required Work Experience in Addition to Formal Education/Training:**

**Required Supervisory Experience:**

**2. LICENSE/  
CERTIFICATION**

**Identify licenses/certification required:**

**3. SPECIFIC  
SKILLS OR  
EQUIPMENT  
REQUIRED**

**Requires use/operation of (could include computer software/hardware, tractors, lab equipment, organizational/prioritization ability, interpersonal/oral/written communication skills, customer oriented/service, detail oriented, etc.):**

**4. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING PERSONS/POSITIONS**

Position #	Title of Person Supervised	FTE %
<b>TOTAL</b>		

**5. INDIRECT SUPERVISION**

Total number of positions indirectly supervised:	
Total number of students or other non-banded staff employees indirectly supervised:	

**6. HAZARDOUS WORKING CONDITIONS**

Unusual or hazardous working conditions related to performance of duties:

Precautionary measures taken to avoid those unusual or hazardous working conditions:

Frequency of occurrence of unusual or hazardous working conditions:

**7. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<u>Employee is required, with or without accommodations, to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				
Walk				
Sit				
Use hands dexterously (use fingers to handle, feel)				
Reach with hands and arms				
Climb or balance				
Stoop/kneel/crouch or crawl				
See				
Talk or hear				
Taste or smell				
Lift & carry: up to 10 pounds				
up to 25 pounds				
up to 50 pounds				
up to 75 pounds				
up to 100 pounds				
more than 100 pounds				

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**Please Attach an Organizational Chart**