

**JOB DESCRIPTION**

**State Title:** \_\_\_\_\_ **Budgetary Unit #:** \_\_\_\_\_ **Position #:** \_\_\_\_\_

**Working Title:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Cost Center:** \_\_\_\_\_ **Appointment Percent:** \_\_\_\_\_ %

**Work Location/Building:** \_\_\_\_\_ **Supervisor's Position #:** \_\_\_\_\_

**Overall Purpose / Job Objective:** \_\_\_\_\_

**Provisional Position:**  Yes  No **NOTE: If Yes, then the following is REQUIRED:**

Purpose of the Grant/Contract/Program:

Grant No.: \_\_\_\_\_ Grant Name: \_\_\_\_\_

Funding Amount: \_\_\_\_\_ Funding Agency: \_\_\_\_\_

Date Grant Awarded / Renewed: \_\_\_\_\_ Grant End Date: \_\_\_\_\_

**PERFORMANCE FACTORS**

**Briefly describe the most important duties performed. List the duties in order of importance with the most important duty listed first. Please use clear, concise sentences, and begin each sentence with an action verb. In describing these duties, please indicate the PERCENTAGE OF TIME PER YEAR performing that job duty. Please list only duties that require at least 10% of annual time. Please mark in the box provided, any duties that are considered essential as defined by the Americans with Disabilities Act (ADA). If there are a number of minor miscellaneous duties, please use the heading of "Miscellaneous" and briefly describe.**

% of Time	Duty Area		Duties Listed in Order of Importance
	#1	<input type="checkbox"/>	
	#2	<input type="checkbox"/>	
	#3	<input type="checkbox"/>	
	#4	<input type="checkbox"/>	
	#5	<input type="checkbox"/>	
	#6	<input type="checkbox"/>	

**Total 100%**

## QUALIFICATIONS

### Education:

#### Less than high school education:

- Required  Preferred

#### High School diploma or equivalent:

- Required  Preferred

#### Associate degree or advance specialized or technical training (specify area):

- Required  Preferred

#### Bachelor's degree or equivalent (specify area):

- Required  Preferred

#### Master's degree or equivalent (specify area):

- Required  Preferred

#### Doctorate (specify area) :

- Required  Preferred

#### Professional License / Certification (specify area):

- Required  Preferred

## EXPERIENCE

*Please be prepared to supply sound rationale for experience required.*

### Prior Work Experience Required:

- Less than one year
- One year
- Two years
- Three years
- Four years
- Five years
- Six years
- Seven or more years

### Supervisory Experience Required:

- One year
- Two years
- Three years
- Four years
- Five years
- Six years
- Seven or more years

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## COMMUNICATION SKILLS

*Select the level of language (ability to read, write, and speak) needed to successfully accomplish the essential duties of this position. Please select all that apply.*

- Read, write, and comprehend simple instructions, short correspondence, and memos.
- Read and interpret safety rules, operating/maintenance instructions, and procedure manuals.
- Write routine reports and correspondence, and speak effectively before both internal and external groups.
- Read, analyze, and interpret business manuals, technical procedures, and governmental regulations.
- Read, analyze, and interpret scientific and technical journals, financial reports, and legal documents.
- Prepare and/or present written communications that pertain to controversial and complex topics.

## PERSONAL CONTACTS

*The organization is defined as the University of Arkansas, Fayetteville campus.*

### **Internal Contacts:**

- Contact with employees or others primarily at a routine level involving basic information exchange.
- Contact with peers and others involving explanation of information (these contacts may be within or outside your unit, department, or division), and the gathering of factual information. May include the communication of sensitive or confidential information.
- Contact across units, departments, or divisions with employees involving persuasion of others, absent formal authority, to conform to a policy interpretation or recommended course of action.
- Contact that requires a high degree of authority in securing understanding and cooperation of multiple departments or interests.

### **External Contacts:**

- No contact with people outside the University of Arkansas.
- Limited external contact to gather information, answer queries, or solicit assistance.
- Frequent external contact to gather information, answer queries, or solicit assistance.
- External contact involving a requirement to maintain a continuing external working relationship with individuals, or organizations.
- External contact involving the initiation and maintenance of relationships that can have a significant effect on the success of the University of Arkansas.

## RESPONSIBILITY

### **Supervisory Responsibility:**

- Level 1** No supervisory responsibility; may explain work instructions to others.
- Level 2** Involves general instructing, scheduling, and reviewing the work of others performing the same or directly related work. Acts as "lead worker." This level involves functional supervision only.
- Level 3** Recommends personnel actions (hiring, termination, pay changes). Involves scheduling, supervision, and evaluation of work of employees who perform similar work assignments.
- Level 4** Involves scheduling, supervision, and evaluation of work as a "manager" of the first line supervisors; or performs supervision of workers who perform distinct and separate blocks of work.
- Level 5** Involves scheduling, supervision, and evaluation of work as a superior of "managers." Administers through subordinate managers, departmental multi-function programs or operations.
- Level 6** Involves scheduling, supervision, and evaluation of work as a superior of those in level 5.

**Indicate Title, PSB numbers of employees supervised, and number of employees supervised under this title. If no employees are supervised, indicate "NONE."**

Title	PSB Number(s)	Part Time	Full Time	No. employees supervised w/ this title

### ***Decision Responsibility***

- Requires very little analytical thought or independent decision-making. The work has limited overall impact.
- Regularly makes decisions involving how an operation will be done or carried out (i.e., sequence or method), and generally from an available set of alternatives or precedents.
- Regularly makes decisions of responsibility, involving evaluation of information. Decisions may require development or application of alternatives or precedents.
- Regularly makes significant decisions and final results, typically affecting the entire department. Available guides or precedents are limited. Has authority over the allocation of resources.
- Significant responsibility for decisions and final results, affecting more than one department or a department with multiple units. Substantial analysis is required and many factors must be weighed before a decision can be reached.
- Major responsibility for decisions and final recommendation, which may result in the formulation of strategic plans of action to achieve the broad objectives of the University of Arkansas.
- Primary work responsibility involves the long range future of the University of Arkansas. Decisions determine the scope, direction, and goals of the University of Arkansas.

### ***Budgetary Responsibility***

- Little or no responsibility in the area of budgets or departmental resources.
- Limited responsibility for financials, budgets, or other resources. May be responsible for entry of financial data into spreadsheets and/or databases for use by others. Accuracy of work is monitored by supervisor.
- Responsibility for compiling financial reports, creating annual program budgets or biennial budgets. May make oral or audio/visual presentations.
- Responsibility for interpretation and analysis of program and financial data. May determine departmental needs, research available alternatives, and develop departmental recommendations.
- Responsibility for oversight of others who carry out the entry, reporting, and presentation of financial data. Makes routine decisions regarding use of financial and other resources on the department's behalf.

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### **COMPLEXITY, JUDGMENT, AND PROBLEM SOLVING**

- Work of a relatively routine nature. Requires the ability to understand and follow instructions.
- Structured work, following a limited variety of standard practices.
- Generally structured work, but involving a choice of action within limits of standard policy and procedures.
- Generally diversified and moderately difficult work. Requires judgment in the adaptation and interpretation of established practices and procedures to meet problems and situations to which the application is not clearly defined.
- Typically difficult or complex work. Generally governed by broad instructions and objectives usually involving frequently changing conditions and problems.
- Work requires the ability to plan and perform work in light of new or constantly changing problems, work from broad instruction, deal with complex factors not easily evaluated. Decisions require considerable judgment, initiative, and ingenuity in areas where there is little precedent.

- Work requires the ability to act independently in the formulation and administration of policies and programs for major division or functions.

### IMPACT OF ERRORS

*Please note the consequences if you make a serious error.*

<i>Type of error</i>	<i>Loss or damage</i>	<i>Method to correct</i>

### WORKING CONDITIONS

*Please indicate the level which appropriately describes the work environment of the position. In selecting the appropriate level, a judgment should be reached regarding the most disagreeable conditions that are a normal and recurring factor of the job.*

**Physical Conditions:**

- Job provides pleasant working conditions
- Job provides minor annoyances. Unpleasant sights or odors may be encountered. Noise levels due to machinery or equipment in use might preclude normal conversational levels.
- Job provides moderately unpleasant working conditions. Unpleasant sights or odors constitute a regularly recurring aspect of the job. Noise levels are such that protective ear coverings are recommended.
- Job provides an unpleasant work environment.

Does this position qualify for hazard pay?

- YES       NO

**Schedule:**

- Routine shift hours. Infrequent overtime, weekend, or shift rotation.
- Considerable irregularity of hours because of frequent overtime, weekend, or shift rotation.
- Work demands and irregularity of hours create considerable inconvenience for home and social life, such as regular and frequent on-call availability.
- Nature of work frequently requires highly irregular and unpredictable or particularly long hours, such as attendance and participation at evening meetings, covering double shifts, etc.

Does this position qualify for a shift differential?

- YES       NO      If yes, which shift?     Evening       Graveyard

***Demands / Deadlines:***

- Little or no stress created by work, associates, or public.
  - Occasional stress due to deadlines or workload because of intermittent or cyclical work pressures, or occasional exposure to distressed individuals within the immediate work environment.
  - High volume and variable work demands and deadlines impose strain on routine basis or considerable stress intermittently; OR regular direct contact with distressed individuals within the immediate work environment, AND/OR exposure to demands and pressures from persons other than immediate supervisor.
  - Work requires frequent, substantive contact with people in highly stressful situations; delicacy and predictability of contacts routinely creates considerable strain or heavy stress regularly.
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**ESSENTIAL PHYSICAL REQUIREMENTS**

***Please identify the essential physical requirements of the position, by answering the questions below:***

***The Americans with Disabilities Act (ADA) defines "Essential" as fundamental, not marginal; that is, that the physical activity listed below is actually required in order to perform a normal/routine task of this job and that removing the task would fundamentally alter the position.***

***Bending:***

Does this position require the employee to bend?

- YES       NO

If YES, state frequency of bending:

***Eyesight:***

Does this position require a sighted employee?

- YES       NO

If YES, state why:

***Exposure:***

Does this position require that the employee be exposed to extreme environmental conditions?

- YES       NO

***Hearing:***

Does this position require unimpaired hearing?

- YES       NO

***Lifting:***

Does this position require the employee to lift?

YES       NO

If YES, state the weight of the load:

State the height of the lift:

**Pushing:**

Does this position require the employee to push?

YES       NO

If YES, state the weight of the heaviest object pushed:

State the frequency of the need to push:

**Repetitious Movement:**

Does this position require the repetitious movement of hands, wrists, arms?

YES       NO

If YES, explain:

**Sharps:**

Does the position require the handling of sharp equipment or tools?

YES       NO

**Sitting:**

Does the position require that the employee sit for long periods of time?

YES       NO

**Standing:**

Does the position require that the employee stand for long periods of time?

YES       NO

**Walking:**

Does the position require that the employee walk for long distances?

YES       NO

**Driving:\***

Does this position require the employee to drive?

YES       NO

**\*Note: If this position is required to drive, the employee will be subject to driver's license record check in accordance with the University's Vehicle Safety Policy <http://www.uark.edu/admin/busaffrs/risk/vsafety.html>**

**Other Physical Activities:**

Describe any other physical activity which is essential to this position:

**PRE-EMPLOYMENT CHECKS**

**Background Check:**

**Is a background check is required by law or University policy for this position?**

YES       NO

**Does this position handle credit card payments, cash or other funds (regularly or as back-up)?**

YES       NO

**Does this position have campus-wide access to confidential information, i.e., social security numbers (student or employee)?**

YES       NO

**Does this position work with minors (persons under 18), disabled persons, patients, or similar populations?**

YES       NO

**Are there other considerations of public safety, safeguarding UA funds / property, or protecting welfare of members of the UA community such that background checks should be considered for this position?**

YES       NO

**If yes, explain:**

**Drug Testing Required? (including bus and van drivers)**

YES       NO

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**SIGNATURES**

**Employee**

**Immediate Supervisor:**

**Department or Unit Head:**

**Dean or Unit Head:**

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**HR USE ONLY**

**Class Title:**

**Working Title:**

**Position #:**

**Reviewer:**

**Approver:**