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Summary:

Essential Functions: *Primary responsibilities an employee **must** perform, with or without reasonable accommodation.*

List up to six **essential functions** of the position, indicating the **most important** first, and the approximate percentage of time spent on each over the course of a year. **Only** list duties or responsibilities that require 10% or more (equivalent to half of a day per week or 5 weeks per year) of the position's time.

1.

% of Time

2.

% of Time

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3.

% of Time

4.

% of Time

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5.

% of Time

6.

% of Time

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If there are any additional essential functions that account for less than 10% of time, list them below:

Supervisory Responsibilities: Indicate the type and scope of supervisory responsibilities of this position. **Check only one box. NOTE:** Supervision excludes student employees.

☐ **Direct Supervisor:** Direct authority to make decisions on the following: employee hiring, disciplinary action, starting salaries, and merit increases; conduct employee performance evaluations

Number of (non-student) employees directly supervised: _____

☐ **Assigned Lead:** May recommend the following: employee hiring, disciplinary action, starting salaries, and merit increases; provide input on employee performance evaluations

☐ Does not have any supervisory responsibilities

Budget Responsibilities: Check the item(s) below that describe the incumbent's involvement in the budgetary process.

☐ Not Applicable ☐ Plan ☐ Prepare ☐ Forecast ☐ Monitor ☐ Approve

Does the incumbent have signature authority for purchasing/contracting? ☐ Yes ☐ No

If yes, please provide dollar amount: \$ _____

Budget amount for which incumbent has primary responsibility (include grants, if applicable): \$ _____

Education: Indicate the **minimum level** of education required to effectively perform the position's essential functions. If a higher level of education is preferred, please indicate that as well. **Check only one educational level in each column.**

Required Preferred

Field of Study:

- | | | | |
|-----------------------|-----------------------|---|-------|
| <input type="radio"/> | <input type="radio"/> | Doctoral/advanced degree | _____ |
| <input type="radio"/> | <input type="radio"/> | Master's degree | _____ |
| <input type="radio"/> | <input type="radio"/> | Bachelor's degree | _____ |
| <input type="radio"/> | <input type="radio"/> | Associate's or vocational/technical school degree | _____ |
| <input type="radio"/> | <input type="radio"/> | Vocational or technical training | _____ |
| <input type="radio"/> | <input type="radio"/> | High school diploma or GED | _____ |

☐ Check here if experience may substitute for some of the above education.

Other professional licensures, certifications, or designations required:

Work Experience: Indicate the **minimum level** of work related experience required to effectively perform the position's responsibilities. This is not necessarily the same as the incumbent's experience. **Check only one box.**

☐ Less than 12 months ☐ 1 – 3 years ☐ 3 – 5 years ☐ 5 – 8 years ☐ More than 8 years ☐ Other

Time to Proficiency: Indicate the minimum level of time required to be fully proficient in the position. **Check only one box.**

- ☐ One month or less ☐ Three months ☐ Six months ☐ One year ☐ More than a year

Problem Solving: Indicate the nature of problems regularly encountered by this position. **Check only one box.**

- ☐ Most situations resolved using standard procedures and established guidelines
- ☐ Situations somewhat varied; requires application of specific technical skills and expertise
- ☐ Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified
- ☐ Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required

Provide an example to support your selection above:

*Response required

Independence of Action: Indicate the position's independence of action. **Check only one box.**

- ☐ Works under general supervision; progress and outcomes are frequently reviewed
- ☐ Outcomes are monitored by supervisor/manager; incumbent follows precedents and procedures, sets priorities, and organizes work within general guidelines
- ☐ Existing practices are used as guidelines to determine work methods; incumbent works independently and resolves most problems without assistance
- ☐ Incumbent sets own goals and determines how to accomplish results with few guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction

Provide a typical example to support your selection above:

*Response required

Physical/Environmental Demands: Indicate the typical physical and/or environmental demands required to effectively handle the position responsibilities and their frequency.

☐ Office environment / no specific or unusual physical or environmental demands.

☐ Specific physical requirements or environmental exposures.

Provide examples if the specific physical requirements box is checked (e.g., exposure to hazardous materials):

*Response required

Additional Information: Please describe as clearly and concisely as possible any additional information that would be important to fully understand the role, responsibilities, nature and scope of the position.