



Job Description Form

Effective Date:	New Position	Vacancy	Functional Responsibilities Change
Essential Status Designation: (Classified Employees Only)	Non-Essential	Essential	

Employee:

Reports To:

State Title:

Classification:

College Title:

Department:

FLSA Status:

Division:

DEPARTMENT SUMMARY:

Provide a description of the department where the position is assigned.

JOB SUMMARY:

Provide a description of the work that is performed by the position.

ESSENTIAL JOB FUNCTIONS:

Describe in detail each essential job function performed while indicating the time spent and the frequency performed.

Time Spent (Must equal 100%)	Frequency (daily, weekly, monthly, quarterly, annually)	Description of Essential Function

Time Spent (Must equal 100%)	Frequency (daily, weekly, monthly, quarterly, annually)	Description of Essential Function

Supervisory Responsibilities: List the level of supervision received (close supervision, works independently, plans and manages own work, minimal, etc.), then provide details.

Level of Supervision	Description of Supervision

Employees Supervised: List number of employees supervised (if any) and their job titles.

Number of Employees	Job Title

Qualifications: To perform this job, an individual must be able to successfully perform each essential duty. The requirements below should be representative of the knowledge, skills, abilities and education. Reasonable accommodations may be made to enable an individual with disabilities to perform essential functions.

Required Knowledge, Skills and Abilities	
1	
2	
3	
4	
5	

Required Education: List educational requirements of the job.

Education Requirements	
1	
2	

Required Experience: List experience requirements of the job.

Experience Requirements	
1	
2	
3	
4	
5	

Physical Demands of the Position: are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable an individual with a disability to perform the essential functions.

Physical Demands	
1	
2	
3	
4	
5	

Work Environment Characteristics: described here are representative of those than an employee encounters while performing the essential function of the job. Reasonable accommodations may be made to enable an individual with a disability to perform the essential functions.

Work Environment Characteristics	
1	
2	
3	

Prepared by: _____

Date: _____

Employee Signature: _____

To be signed by the employee and placed in their Human Resources Personnel File.