

A position description describes the purpose, duties, decision making, working conditions, physical requirements, and qualifications of the position. Determining the correct classification, proper budgeting, and effective recruitment requires an accurate position description. Please complete the fields below. Fields will automatically expand as text is entered.

If you have any questions contact the Office of Human Resources, [hr.contact@nau.edu](mailto:hr.contact@nau.edu), or 928-523-2223

## EMPLOYEE DETAILS

Employee First Name \_\_\_\_\_  
Employee Last Name \_\_\_\_\_

## POSITION TITLE

Position Type \_\_\_\_\_  
Job Code \_\_\_\_\_  
University Job Title \_\_\_\_\_  
Working Job Title \_\_\_\_\_  
Salary Grade \_\_\_\_\_

## POSITION DETAILS

Effective Date of Change \_\_\_\_\_  
Position Number \_\_\_\_\_  
Division/College \_\_\_\_\_  
Department \_\_\_\_\_  
Hiring Unit \_\_\_\_\_  
*(if different than Department)*  
Work Location \_\_\_\_\_  
Position Reports To *(Name/Title)* \_\_\_\_\_  
Full Time/Part Time  Full Time  Part Time  
FTE \_\_\_\_\_  
Position Terms in Months \_\_\_\_\_  
FLSA Status *(HR to complete)*  Exempt  Non-Exempt  
Safety/Security Sensitive Position  Yes  No

## POSITION RESPONSIBILITIES

### Position Summary

Briefly summarize the purpose of the position and its role in achieving program/project objectives. As appropriate, include information on the university, college, department/ school, program, project, and position.

### Job Functions & Duties

**Job Function** The job function is used to describe a grouped set of related duties. The job function should only be a few words in length. Example of a job function could be "Administrative Support". **Job Duties** List the current job duties assigned to the position, in order of importance, and the estimated percentage of time required for each job function and whether the function is essential or non-essential (as required by the Americans with Disabilities Act). **Percentage of Time** Percentages must add up to 100% (regardless of part-time status) and be in increments of 5%.

%	Essential Function	Job Function	Duties Performed
5%	No	Other	

## SUPERVISORY/LEAD RESPONSIBILITIES

**Lead Definition** - designated responsibility to regularly assign, instruct and check the work of those employees on an ongoing basis. **Supervisor Definition**- authority to participate in selecting staff, training, and development, planning and assignment of work, evaluating performance, taking corrective action.

Does this position LEAD the work of others?

Yes  No

Type of employees led

\_\_\_\_\_

Does this position lead one or more FTE positions?

Yes  No

Does this position SUPERVISE the work of others?

Yes  No

Type of employees supervised \_\_\_\_\_

Does this position supervise one or more FTE positions?

Yes  No

## POSITION REQUIREMENTS

### Classification Minimum Requirements

Identifies the educational requirements, experience, and skills necessary to perform the duties of the position. **Minimum qualifications can be found in the job profile.**

### Preferred Qualifications

The educational requirements, experience, and skills preferred, but not necessary, to perform in the position.

## ESSENTIAL WORK COMPETENCIES

Describe the knowledge, skills and abilities required for the position; May be practical, technical, or experiential. May be obtained through any combination of education, experience, or training; May range from familiarity with facts, methods, and procedures to manual skills, to knowledge of organization and supervisor, to fields of study or to management ability.

### Knowledge, Skills, and Abilities

**WORK ENVIRONMENT**

Describe the working environment which relate to the essential functions of the position, such as working indoors/outdoors, working with exposures to hazards, etc. Include special considerations for the position, such as occasional travel or necessary overtime.

**ORGANIZATIONAL CHART**

Submit an updated organizational chart which includes the position outlined above and any/all direct reports along with this form. This is necessary to fully understand the position and accurately determine the classification of the position.