# ROLE DESCRIPTION

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| [ ]  Vacant Position-No Change or Revised[ ]  New Position[ ]  Revised Role Description for IncumbentPosition Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Requested Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    | **For HRS use only:**Staff or ContractOvertime Eligible: Yes or NoUnion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   SOC Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   JCAT Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Compensation Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Current Available Range: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    |

1. **Required Signatures**

***Name of Incumbent (Last, First, MI)*** ***Employee Signature***

Immediate Supervisor Date

Dean/Director Review Date

1. **Statement Describing Expectations and Responsibilities of the Position**

(Describe the expectations and responsibilities; including the overall complexity of assigned tasks and the degree of initiative and independence required to perform the position).

1. **Describe the Management and Supervision of Others**

(List the positions the employee supervises and describe the degree of independence and decision-making authority regarding performance, pay and employment relationship matters).

1. **Minimum Position Knowledge, Skills, & Abilities**

(Include the knowledge, skills, and abilities a newly hired employee would minimally be required to have in order to perform the expectations and responsibilities of the position based on the description in Section 3).

1. **Post-Training Position Knowledge, Skills, & Abilities**

(Add the level of and/or additional knowledge, skills, and abilities that a trained employee would be required to have in order to perform the full expectations and responsibilities of the position that differ from those listed in Section 6).

1. **Preferred Education, Experience, Knowledge, Skills, and/or Abilities**

(List any preferred qualifications).

1. **Organizational Chart and Department Mission Statement**

(Insert departmental mission statement and include or attach organizational chart).