

Pittsburg State University
UNCLASSIFIED POSITION DESCRIPTION FORM

DEPARTMENT:		POSITION #:	
COLLEGE/DIVISION		PD TEMPLATE VERSION 10 – MARCH 2011	

INSTRUCTIONS:

1. Save this word file with a unique name, such as the position title plus the position number plus the month and year the document is created (e.g. "Admit Asst Dir #274 – March 2011.doc")
2. Complete the Position Description (PD) Form. If this is an existing position, refer to the GUS Position Inventory data for current position data. Instructions for completing the form are found on the HRS web page (www.pittstate.edu/office/hr/index.dot); then Policies & Procedures; then Unclassified Employees; then Position Descriptions. Additional information to help with writing duty statements, competencies, and other position characteristics or requirements can be found at O*Net Online (<http://online.onetcenter.org>).
3. Attach the Word file of the completed position description to the position in the GUS Position Inventory.
4. Print the completed Position Description Form. Attach a current organizational chart. Route for additional signatures, if required by the division.
5. Send the signed position description to HRS, 204 Russ Hall, for review.
6. HRS & Equal Opportunity will review the Position Description. They will upload to the GUS Position Inventory a pdf copy of the final Position Description with signatures and organization chart.
7. The employee will have access to the pdf Position Description through GUS. Supervisors should review the final Position Description with the employee.

This space is for HRS & Equal Opportunity Use Only			
FLSA Status:		FLSA Exemption(s), if applicable:	
FLSA Reviewer:		FLSA Review Date:	
EO Reviewer:		EO Review Date:	
Position Effective Date:			

1.	POSITION DATA:		
Action Requested:			
	New Position		Change Department/Supervisor
	Update Position Duties		Other (Explain)
	CURRENT	REQUESTED CHANGE	
Official Title Description:			
Working Title Description:			
Work Schedule (Hours & Days):			
Length of Position (e.g. Fiscal Year, Academic Year, Other – indicate specific period)			
Percent Time:			
Location (City where employee works):			
Supervisor Name:			
Supervisor Title:			
Supervisor Position #:			
Supervisor's College/Division:			
Reviewer Name: (optional)			
Reviewer Position #: (optional)			

Pittsburg State University
UNCLASSIFIED POSITION DESCRIPTION FORM

DEPARTMENT:		POSITION #:	
COLLEGE/DIVISION		<i>PD TEMPLATE VERSION 10 – MARCH 2011</i>	

2.	PRIMARY PURPOSE OF THIS POSITION:

3.	SUMMARIZE THE REASON FOR THE UPDATE IF THERE ARE SIGNIFICANT CHANGES IN DUTIES OR A CHANGE IN SUPERVISOR OR OTHER ORGANIZATIONAL CHANGE.

4.	DESCRIPTION OF WORK:												
	<ol style="list-style-type: none"> 1. Describe the duties and responsibilities of this position. Include a duty statement for "other duties as assigned." 2. In the left-hand column, indicate the approximate percent of time required for each duty and responsibility. The percentage amounts for all of the duties must add up to 100% 3. Indicate if the duties and responsibilities are essential (duties and responsibilities without which the position could not exist without). 												
	#	%	Duties and Responsibilities										
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Duties are Essential?</td> <td style="width: 10%;"></td> <td style="width: 30%;">Yes</td> <td style="width: 10%;"></td> <td style="width: 10%;">No</td> </tr> <tr> <td colspan="5" style="height: 40px;"></td> </tr> </table>	Duties are Essential?		Yes		No					
Duties are Essential?		Yes		No									
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Duties are Essential?</td> <td style="width: 10%;"></td> <td style="width: 30%;">Yes</td> <td style="width: 10%;"></td> <td style="width: 10%;">No</td> </tr> <tr> <td colspan="5" style="height: 40px;"></td> </tr> </table>	Duties are Essential?		Yes		No					
Duties are Essential?		Yes		No									

Pittsburg State University
UNCLASSIFIED POSITION DESCRIPTION FORM

DEPARTMENT:		POSITION #:	
COLLEGE/DIVISION		<i>PD TEMPLATE VERSION 10 – MARCH 2011</i>	

			Duties are essential?		Yes		No
			Duties are Essential?		Yes		No
			Duties are Essential?		Yes		No
			Duties are Essential?		Yes		No
			Duties are Essential?		Yes		No
			Duties are Essential?		Yes		No

Pittsburg State University
UNCLASSIFIED POSITION DESCRIPTION FORM

DEPARTMENT:		POSITION #:	
COLLEGE/DIVISION		<small>PD TEMPLATE VERSION 10 – MARCH 2011</small>	

5.	COMPETENCIES (Knowledge, Skills and Abilities): List appropriate Knowledge, Skills and Abilities for the position. Indicate competencies that are required for the position at time of hire with a “check.” Refer to the information on the HRS web page for assistance with competencies (see #2 in “Instructions,” above).
6.	EDUCATION AND EXPERIENCE: List Education and Experience appropriate for the position. Indicate those that are required at time of hire with a “check.”
7.	LICENSE OR CERTIFICATION REQUIRED BY STATUTE OR REGULATION: List license(s) or certification(s) appropriate for the position. Indicate those that are required by statute or regulation at time of hire with a “check.”
8.	OTHER POSITION CHARACTERISTICS OR ESSENTIAL POSTING REQUIREMENTS: Indicate any other significant characteristics (work activities, work context and work styles) that are significant for the position. Refer to the information on the HRS web page for assistance with Other Position Characteristics (see #2 in “Instructions,” above).

Pittsburg State University
UNCLASSIFIED POSITION DESCRIPTION FORM

DEPARTMENT:		POSITION #:	
COLLEGE/DIVISION		<i>PD TEMPLATE VERSION 10 – MARCH 2011</i>	

9.	SIGNATURES, GUS POSITION INVENTORY & ROUTING: Print the Position Description and route for signatures as required by the division/area.
	<p>Supervisor:</p> <p>Signature: _____ Title: _____ Date: _____</p> <p>Department Head or Dean (optional):</p> <p>Signature: _____ Title: _____ Date: _____</p> <p>Associate Vice-President, if applicable (optional):</p> <p>Signature: _____ Title: _____ Date: _____</p> <p>Vice-President or Provost (optional):</p> <p>Signature: _____ Title: _____ Date: _____</p>

SEND THE COMPLETED POSITION DESCRIPTION TO HUMAN RESOURCE SERVICES, 204 RUSS HALL, FOR REVIEW
