**Pittsburg State University**

**Position Description**

**Instructions**

* ***The Position Description (PD) provides details for the position in addition to details found in the Job Description (JD). The Job Description should be used as a guide for completing the PD. Job Descriptions can be found on the HRS web page (***[*https://www.pittstate.edu/hr/\_files/documents/uss-and-ups-page-docs.html*](https://www.pittstate.edu/hr/_files/documents/uss-and-ups-page-docs.html)***).***

***Note about Job Descriptions: Job Descriptions for Unclassified positions are being developed. If there is not a corresponding Job Description available, complete the Position Description with details about the position. Refer to instruction on the HRS web page (see next bullet for link).***

* ***The line manager completes the Position Description (PD) document. Instructions for completing the document are found on the HRS web page (***[*https://www.pittstate.edu/hr/policies/position-descriptions.html*](https://www.pittstate.edu/hr/policies/position-descriptions.html)***).***
* ***The line manager sends the electronic word file with a current organization chart to HRS & Institutional Equity (IE) for initial review. The organizational chart must have position numbers and names of employees on all positions in the department. HRS/IE will notify you when the review is complete.***
* ***After the HRS/IE review is completed and the line manager is notified, the line manager prints the PD document and signs. The PD is routed for signatures, if required by the division. The signed copy is sent to HRS to be uploaded in GUS HR.***

**Section 1. Basic Position Details**

|  |  |  |
| --- | --- | --- |
|  | **Current** | **Proposed Change** |
| **Position Name-Code (Number)** |  |  |
| **Position Type** |  |  |
| **Department** |  |  |
| **College/Division** |  |  |
| **Job Name** |  |  |
| **Job Code** |  |  |
| **Location (where employee works)** |  |  |
| **Work Schedule** |  |  |
| **Days Worked** |  |  |
| **Hours** |  |  |
| **Line Manager Position Name-Code** |  |  |
| **PD Updated Date** |  |  |

**Section 2. Reason for Position Description Update (Existing Positions only)**

**Section 3. General Description of Position – Primary Function, Supervision and Instruction Received and Interactions**

*The Job Description includes a brief overview of the job. Include in this section information to provide a brief overview of this position.*

Primary Function of Position:

Supervision and Instruction Received by Employee:

Interactions (purpose, with whom, frequency) of Employee:

**Section 4. Duties and Responsibilities of Position**

**Section 5. Leadership, Supervisory or Management Responsibilities**

Mark an “X” next to the one statement which best describes the job, if applicable.

|  |  |
| --- | --- |
|  | Lead worker (assigns, trains, schedules, oversees, or reviews the work of others) |
|  | Supervisor (plans, staffs, evaluates and directs work of employees in a work unit) |
|  | Indirect Supervisor (delegates authority to carry out work of a unit to subordinate supervisors or managers) |

Indicate the number of employees led, supervised, or managed, based on the categories below, if applicable.

|  |  |
| --- | --- |
|  | Student employees, including Graduate Assistants |
|  | Regular part- or full-time employees |
|  | Temporary and/or seasonal employees |

**Section 6. Education and Experience – Required at Hire and Preferred**

Required Education and Experience at Hire -



Preferred Education and Experience -

**Section 7. Competencies – Knowledge, Skills and Abilities (KSA’s):**

**Section 8. Environmental Conditions (Hazards, Risks or Discomforts)**

**Section 9. Equipment or Machines Used**

**Section 10. License or Certification Required by Statute or Regulation**

**Section 11. Additional Requirements**

* Regular attendance is a necessary and essential function
* Must be able to work hours and days assigned to the position.
* Satisfactory Pre-Hire Background Check:
  + Sex Offender Registry Check
  + Criminal Record

**Section 12. Signatures:**

**Line Manager/Supervisor**

Signature: Title: Date:

**Department Head or Dean (optional)**

Signature: Title: Date:

**Associate Vice-President, if applicable (optional)**

Signature: Title: Date:

**Division Head (optional)**

Signature: Title: Date:

**SEND THE COMPLETED POSITION DESCRIPTION TO**

**HUMAN RESOURCE SERVICES, 204 RUSS HALL, FOR REVIEW**

**Section 13. IE & HRS Signatures:**

**FLSA Status:**  Non-Exempt Exempt (Exemption Test: )

**Institutional Equity**

Signature: Title: Date:

**Human Resource Services**

Signature: Title: Date: