**Position Description**

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| **Section I: Identifying Information** |

**Purpose:** This document is designed to provide essential functions of a position.

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| **Position Number:** | **Department:** | **Incumbent (current or previous):** |
| **Division:** | **Location:** | **Reports to (immediate Supervisor name and title):** |
| **Current/Previous Class/Title:** | **Requested Class Title\*:** | **Approved Internal Title (if applicable):** |
| **Position Status:** Choose an item. | **Overtime Status:** Choose an item. | **Schedule:**  (If Part Time indicate %)Chose an Item. |
| **Shift:**Choose an item. | **Essential Employee\*\*:**Choose an item. | **Collective Bargaining Status:**Choose an item. |

\*Class/Comp may approve title different than requested; review “Human Resources Only” section for final approved title.

**\*\*** BOR VI-12 definition: An employee of a facility who has been designated as vital to the operation of the facility, whose presence is required regardless of the existence of an emergency condition, and whose absence from duty could endanger the safety and well-being of the campus population and/or physical plant. Examples of such employees are police, stationary engineers or other heating plant and maintenance personnel, snow removal employees, food service staff, hospital staff etc.

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| **Section II: Main Purpose of Position** |

**Instructions:** Summarize general nature and purpose of position. Concisely describe how position relates to mission of the department.

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| **Section III: Description of Duties** |

**Instructions:** Describe 5 -10 major duties in detail and indicate approximate percentage each is performed per month. Begin statements with a verb to describe what and how.

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| **% of Time must equal 100%** | **Duties** |
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| **Section IV: Decisions/Recommendations, Scope of Impact, and** **Consequences of Error** |

**Instructions:** Describe the major decisions and recommendations made by this position.

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| **Major Decision/ Recommendation** | **Scope of Impact** | **Consequence** |
| Ex – Choosing technology vendor | Ex – Providing laptops to faculty and staff | Ex- Employees are unable to perform daily tasks if laptops are not working or not delivered. |
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| **Section V – Budgetary Responsibilities** (If none skip to Section VI) |

**Instructions:** Indicate scope and an estimated dollar amount of budget.

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| **Scope** | **Dollar Amount** |
| Ex. Responsible for reconciliation OR tracking, etc. |  |
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| **Section VI: Contacts** |

**Instructions:** List the key persons or organizations with whom this position will have contact on a regular basis (both internal and external to UMBC), and the scope.

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| **Key Person/ Department** | **Frequency** (daily, weekly, monthly) | **Scope** (Decision making, scheduling, etc.) |
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| **Section VII: Physical Requirements** |

**Instructions:** List any physical demands related to this position such as walking for long periods of time, carrying heavy objects, etc.

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| **Section VIII: Equipment Used** |

**Instructions:** Please list the equipment that this position will use. Include machines, tools, and chemicals (if applicable).

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| **Section IX: Supervision Exercised** |

**Instructions:** List employees this role will supervise/lead as well as vacant roles.

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| **Name (or list Vacant)** | **Their Job Title** | **Are they being Supervised or Lead?** | **Employee Type (Exempt, non-Exempt, contingent II, Student)** | **Does this person have supervisory / lead responsibilities? If yes, include titles.** |
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| **Section X: Role Requirements** |

**Instructions:** List the education, experience, and licensure required to perform the duties of the role.

Incumbant/Applicants must meet all required criteria, indicate the minimum amount needed to perform role. This information is also used for the job advertisement if the position is being posted.

**EDUCATION** (FOR Non-Exempt Positions – Refer to [USM Job Specification](https://www.usmd.edu/usm/adminfinance/hr/umspp/nonexempt-jobs))

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| Education Required: |
| Education Preferred: |

**EXPERIENCE**

Indicate number of years, one year of experience is equivalent to one year of working 40 hours per week; experience will be pro-rated for part time.

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| Experience Required: |
| Experience Preferred: |

**LICENSURE/ CERTIFICATIONS**

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| Licensure/ Certification Required: |
| Licensure/ Certification Preferred: |

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| **Section XI: Signatures** (Can also be submitted through Docusign.) |

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|  | **Name** | **Title** | **Signature** | **Date** |
| **Employee** |       |       |  |  |
| **Immediate** **Supervisor** |       |       |  |  |
| **Department****Head** |       |       |  |  |

**HUMAN RESOURCES ONLY**

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| Approved Classification Title:Collective Bargaining Status? Included Excluded N/AExcluded ReasonEffective Date:HR Signature: |