**POSITION DESCRIPTION**

**Instructions**:

Complete the following form utilizing the Position Description Writing Guide (available on the Human Resources [Forms Page](https://wou.edu/hr/resources/forms/)). Once the form is completed and signed, please return it to Human Resources.

**Purpose of the Position Description:**

* To record the primary duties and responsibilities of the position
* To record required education, experience, certifications, and soft skills to perform the duties of the position
* To record supervisory responsibilities
* To record decision making, fiscal responsibility, and autonomy/discretion
* To record working conditions
* To aid in recruitment and selection
* To establish Management’s expectations
* To provide a base for managing performance

|  |
| --- |
| **POSITION INFORMATION** |
| Position Title | Today’s Date |
|  | Click or tap to enter a date. |
| Position Classification | Appointment (9mos. / 12 mos. / Other) |
| Choose an item. | Choose an item. |
| Normal Position Work Dates | FLSA |
| Choose an item. | Choose an item. |
| FTE (1.0 is Full-Time) | Classification Title (Classified Only) |
|  |  |
| Department/Division | Work Location |
|  | Choose an item. |
| Reports to | Position Number  |
|  |  |
| Incumbent | Reports to Position Number |
|  |   |

|  |
| --- |
| **SUMMARY** |
| Please provide brief summary of the position. |
|  |

**PRIMARY DUTIES AND RESPONSIBILITIES**

This description covers the most significant essential and incidental duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The position description does NOT constitute an employment agreement between the university and employee and is subject to change by the university as the organizational needs and requirements of the job change.

|  |
| --- |
| **Job Duties** |
| **JOB DUTIES** (Please ensure the total of “% of Time” equals 100%) |
| **% of Time** | **Duties / Responsibilities** | **Essential or Incidental** |
| xx% |  | Select |
| xx% |  | Select |
| xx% |  | Select |
| xx% |  | Select |
| xx% |  | Select |
| xx% |  | Select |
| xx% |  | Select |

**EDUCATION and/or EXPERIENCE**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities are below. **For classified positions, please see classification specifications found online at** <https://fa.oregonstate.edu/classification-specifications> to assist with the particular specifications for the position. Please contact Human Resources with questions.

|  |  |  |  |
| --- | --- | --- | --- |
| EDUCATION |  |  |  |
| Type of Education | Required | Preferred | Specific field, training or degree |
| High School Diploma or equivalent (GED) |[ ] [ ]   |
| Associate degree (A.S., A.A.) or two- year technical certificate |[ ] [ ]   |
| Bachelor’s degree |[ ] [ ]   |
| Master’s degree |[ ] [ ]   |
| Doctoral degree or equivalent (Ph.D., J.D., Ed.D.) |[ ] [ ]   |
| Other (explain) |[ ] [ ]   |

|  |
| --- |
| EXPERIENCE |
| Type of Experience | Required Years of Experience | Preferred Years of Experience | Notes |
|  | Choose an item. | Choose an item. |  |
|  | Choose an item. | Choose an item. |  |
|  | Choose an item. | Choose an item. |  |
|  | Choose an item. | Choose an item. |  |
|  | Choose an item. | Choose an item. |  |
|  | Choose an item. | Choose an item. |  |
|  | Choose an item. | Choose an item. |  |
|  | Choose an item. | Choose an item. |  |
|  | Choose an item. | Choose an item. |  |

|  |
| --- |
| SOFT SKILLS |
| Soft Skill | Required | Preferred | Notes |
|  |[ ] [ ]   |
|  |[ ] [ ]   |
|  |[ ] [ ]   |
|  |[ ] [ ]   |
|  |[ ] [ ]   |
|  |[ ] [ ]   |

|  |
| --- |
| **CERTIFICATES, LICENSES, REGISTRATIONS** |
| (Select all that apply) | Required | Preferred | **Please specify required professional license(s), registration(s), and or certification(s), if applicable:** |
| [ ] None  |  |  |  |
| Driver’s license |[ ] [ ]   |
| Eligibility for Professional license, registration or certification |[ ] [ ]   |
| Professional license |[ ] [ ]   |
| Registration |[ ] [ ]   |
| Certification |[ ] [ ]   |

|  |
| --- |
| **SUPERVISION** |
| Check the box next to each supervision level utilized by this position. |
| Level 1 | Positions at this level are not responsible for any supervisory functions or responsibilities but may occasionally be asked to orient and/or train new employees. | [ ]  |
| Level 2 | **Lead Capacity:** Positions at this level are responsible for providing leadership and instruction in daily work or special project direction that is provided to personnel in similar job functions at comparable or subordinate levels. This work is limited to individuals in same work unit. Positions are not responsible for hiring, firing, disciplinary actions, etc.\* | [ ]  |
| Level 3 | Positions at this level are normally responsible for some supervisory responsibilities, including providing daily work direction, making recommendations regarding hiring, disciplining, terminating employees, making pay adjustments, and/or making employee job/assignment changes. These jobs do not make independent employment related decisions. | [ ]  |
| Level 4 | Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes subject to Department Head approval. This is the first full level of supervisory responsibility. Jobs at this level and higher are typically exempt. | [ ]  |
| Level 5 | Positions at this level are normally responsible for a full range of supervisory responsibilities, including providing daily work direction, authority to hire, discipline and terminate employees, make pay adjustments, communicate performance appraisals, approve absences, and/or make employee job/assignment changes. Supervision will typically include both exempt and nonexempt positions which may include other supervisors. | [ ]  |
| Level 6 | Positions at this level are normally responsible for full managerial responsibility including providing direction to other supervisors/managers regarding the supervision of their staff. Supervisory span will include direct and indirect reports, may cover multiple departments. | [ ]  |
|  |  |  |
| **SUPERVISION CONTINUED** |
| Level 7  | The positions at this level are normally responsible for the overall management of the college, including providing direction to senior managers regarding the supervision of their staff. Final managerial authority and responsibility rests at this level. | [ ]  |
| If Level 3 or above is selected, please list direct reports: |
| **Job Title**(i.e. “Student Employee”, “Office Specialist 1”) | **Number of Employees Supervised with this Job Title** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

\*A **lead role** typically will provide oversight of people, projects, or functions. Whereas a supervisor will hire, fire and have performance appraisal responsibilities. A lead may contribute to these processes but typically does not have final decision-making authority in employment decisions.

|  |
| --- |
| **DECISION MAKING & FISCAL RESPONSIBILITY** |
| For full definitions of terms in the drop down lists please see the Position Description Writing Guide on the Human Resources [Forms Page](https://wou.edu/hr/resources/forms/). |
| Scope of Decisions Made:  | Choose an item.  |
| Impact of Decision Made:  | Choose an item.  |
| Autonomy and Discretion:  | Choose an item.  |
| Fiscal Authority:  | Choose an item. |
| Fiscal Responsibilities:  | Choose an item. |
| Operating Budget ($): | $  |
| Grant Funding ($): | $  |
|  Number of Grants: |  |
| Foundation Funding ($): | $  |
|  Number of Foundation Funds: |  |
| Agency (WOU) Funding ($): | $  |

|  |
| --- |
| **WORKING CONDITIONS** |
| **Typical Work Functions\*** (check all that apply) | [ ]  Balancing | [ ]  Carrying |
| [ ]  Climbing | [ ]  Crawling |
| [ ]  Crouching/ Stooping | [ ]  Driving |
| [ ]  Feeling/Handling | [ ]  Keyboarding/Computer Use |
| [ ]  Personal Protective Equipment | [ ]  Pulling/Pushing  |
| [ ]  Reaching | [ ]  Regular interaction with customers |
| [ ]  Repetitive movement | [ ]  Sitting |
| [ ]  Speaking | [ ]  Specific Work Schedule |
| [ ]  Squatting | [ ]  Standing |
| [ ]  Telephone Use | [ ]  Twisting/Bending |
| [ ]  Walking/Running | [ ]  Writing |

|  |  |  |
| --- | --- | --- |
| **Typical Working Environment and Hazards\*** (check all that apply) | [ ]  Normal office environment | [ ]  Animals/Wildlife |
| [ ]  Chemicals | [ ]  Confined Spaces |
| [ ]  Darkness/Poor Lighting | [ ]  Dust/Fumes |
| [ ]  Electrical Hazards | [ ]  Explosives |
| [ ]  Fire Hazards | [ ]  Heights |
| [ ]  Human-Source Material (e.g., blood) | [ ]  Indoor Temp Extremes (Heat/Cold) |
| [ ]  Moving machinery/Heavy Equipment | [ ]  Near-Continuous Use of Video Display |
| [ ]  Noise | [ ]  Pathogens |
| [ ]  Potential Combative Work Environment | [ ]  Radiation |
| [ ]  Traffic | [ ]  Vibration |
| [ ]  Weather Extremes |  |

|  |  |
| --- | --- |
| Lifting Demands\* | Choose an item. |
| Additional Physical Demands or Work Conditions: |  |
| Frequency of Travel\* | Choose an item. |
| Work Schedule (if not typical or specified)  |  |

**ADDITIONAL REQUIREMENTS**

**Background/Education Check:** A criminal background check will be completed as a condition of employment. Education checks are processed for positions requiring a formal degree as a minimum requirement. Reference checks will be conducted.

**Equal Employment Opportunity:** Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply.

We embrace our differences and know that our diverse team is a strength that drives our success.

**Accommodation Requests:** Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment[at]wou.edu and we will work with you to meet your accessibility needs.

|  |
| --- |
| Acknowledgement: |

|  |  |
| --- | --- |
| Employee Printed Name | Employee Signature / Date |
|  |  |
| Supervisor Printed Name | Supervisor Signature / Date |
|  |  |
| Reviewer (VP / Director) | Reviewer Signature / Date |
|  |  |
| HR Director  | HR Director Signature / Date |
|  |  |

|  |
| --- |
| HR USE ONLY: |

|  |  |
| --- | --- |
| Received by: | Date |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Position Class #: | Employee Class | Job Location | Appointment Percent |
|  |  |  |  |
| CUPA-HR#/Title | NOC Code | Category Code | SOC Code |
|  |  |  |  |
| Actions Taken |
| [ ]  NBAPBUD/NBAPOSN [ ]  NBAJOBS [ ]  PEAFACT [ ]  Electronically Filed |
| NOTES: |