A position description (PD) describes the purpose, duties, decision making, working conditions (if position is outside of a typical office environment), and qualifications of the position.

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| ***Position Summary\****  Briefly summarize the purpose position exists and its role in achieving program/project objectives. As appropriate, include information on the university, college, department/ school, program, project, and position. |
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| ***Decision Making/Guidelines\****  Identify the breadth and scope of decisions, the level of autonomy/authority and review, and any specific guidelines or reference materials used to make those decisions. As appropriate, include the result of failing to use guidelines or make appropriate decisions. |
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| ***Position Duties\****  Describe the major or most important duties performed by this position. Be clear about both the overall function and specifics of work performed. Include the percentage (%) for each duty listed.  **IMPORTANT: The percentage (%) for each duty must add up to a total of 100%.** |
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| ***Minimum/Required Qualifications\****  List qualifications that any applicant must possess in order to perform the duties of the position. |
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| ***Preferred Qualifications***  List qualifications that you prefer applicants possess, but are not required. |
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| ***Working Conditions/Work Schedule***  Briefly describe if outside a typical office environment. |
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| ***A demonstrable commitment to promoting and enhancing diversity is\*:*** | Required  Preferred |

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| ***Supervisory/Lead Work Duties***  For Professional Faculty and Classified positions, include a section in the *Position Duties* that describes the supervisor (Professional Faculty) / lead work (Classified) duties to be performed AND the percentage of time spent performing the duties. This must be included in the 100% total of *Position Duties*. | |
| Will this position supervise OR provide lead work\*? | Yes  No |
| Supervisory/Lead Work Responsibilities\*: | None  Plans Work  Assigns Work  Approves Work  Disciplines/rewards  Responds to Grievances  Hires/Fires (or effectively recommends)  Prepares/signs performance evaluations/reviews |
| How many and what type of employees does this position provide supervision/lead work for?\*  *EXAMPLES:*   * *2 student employees and 1 classified employee.* * *1 graduate assistant, 2 classified employees, and 1 unclassified employee.* |  |

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| ***Criminal History Check/Motor Vehicle History Check***  All categories of Unclassified employees, Classified employees, Graduate Assistants, Student Employees, Volunteers, and Job Applicants may be subject to these checks.   * For more information, see the [*Criminal History Check policy*](http://hr.oregonstate.edu/manual/criminal-history-check) and the [*Motor Vehicle History Check policy*](http://hr.oregonstate.edu/manual/motor-vehicle-history-check). |
| Does this position have any of the security-sensitive access listed?\* (Select all that apply.)   * For additional guidance, see the [*Criminal History Check Crosswalk*](http://hr.oregonstate.edu/sites/hr.oregonstate.edu/files/ercc/criminal-history/background-check-crosswalk.pdf).   Has direct access to persons under 18 years of age or to student residence facilities because the person’s work duties require the person to be present in the residence facility.  Is providing information technology services and has control over, or access to, information technology systems that would allow the person to harm the information technology systems or the information contained in the systems.  Has access to property where hazardous materials and other items controlled by state or federal laws or regulations are located.  Has access to laboratories, nuclear facilities or utility plants to which access is restricted in order to protect the health or safety of the public.  Has fiscal, financial aid, payroll or purchasing responsibilities as one of the person’s primary responsibilities.  Has access to personal information about employees or members of the public including Social Security numbers, dates of birth, driver license numbers, medical information, personal financial information or criminal background information.  Has responsibility for the care, safety and security of animals.  Driving is an essential function, this position must possess and maintain a current, valid driver's license and maintain a satisfactory driving record while serving in the position. (If driving only motor pool vehicles, not necessary to check.) |