

SECTION II

You are the best person to provide information about the job assigned to you. Please list the duties in order of importance, from most important to least important. Start each with a specific verb, for example: prepares, supervises, directs, plans, reviews, organizes, counsels, etc. The last duty listed should be "Performs other duties as required." Number each duty in the left column and estimate the percentage of time spent on each duty in the right column. The total percentage should not exceed 100%. Activities performed on an irregular basis (weekly, monthly, quarterly, etc.) should be noted as such. Please do not abbreviate the initial reference to a report, program, technical or business procedure, professional association, etc. Attach another sheet if additional space is needed.

No.	Duties (Give all necessary details)	% Time
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Total % Time:

SECTION III

Complete the following questions only if they apply to the position. Please do not abbreviate the initial reference to a report, program, technical or business procedure, professional association, etc.

1. What are the most complex duties of this position?

2. What kind of responsible job decisions must be made?

3. What regular and/or special reports are prepared and for what purpose are they used? Explain any required advanced planning.

4. How much contact is made with students, staff outside of the department, faculty, and the general public in the performance of this job? (That is, rarely, occasionally, daily, constantly). Briefly explain the purpose of the contacts.

5. What percentage of time is devoted to the following (disregard if required physical effort is considered minimal):
 - (1) Lifting: _____ %; Heaviest object lifted: _____ lbs.
 - (2) Standing: _____ %.
 - (3) Bending and stooping: _____ %.
 - (4) Walking: _____ %.

What is the likelihood of a work-related injury to yourself or others?

None Minimal Substantial

6. Describe any details that make this job unusual (hazardous work, travel, considerable public contact, shift work, etc.).

CERTIFICATION

I certify that the responses herein are my own and are accurate and complete.

Signature

Date

SECTION IV (To be completed by the immediate supervisor).

1. Please comment on responses in Section II and III, indicating any disagreements or additions.

2. What do you consider the most important duties of this position?

3. What kind of specialized training is needed to perform the duties of the position? (i.e., typing at 50wpm; word processing; bookkeeping; a college degree; licensed operator; specific trade skill, etc.)

4. Describe the specific type and amount of previous experience required to perform the duties of the position.

5. List the non-essential functions or marginal tasks of the position that could be eliminated or performed by someone else if the incumbent were disabled but able to perform the essential functions.

6. Comments:

Immediate Supervisor Signature

Date

SECTION V (To be completed by the appropriate Vice President or the President).

Upon my review of the foregoing completed questionnaire, approval to proceed with a review of this request is granted.

Vice President/President Signature

Date