



Position Description:

Title Details

Employee Type	
University Title	
Title Code	
Pay Range	
Minimum Salary	
Maximum Salary	
Job Group	
SOC	
Affirmative Action Goals	
Function General Scope	
Required Qualifications	

Position Details [Edit](#)

Employee Information

Employee First Name	
Employee Last Name	

Position Details

Please record information regarding the position such as work location, FTE, and term. The information is used, along with the other information, as a basis for HRS determination of the appropriate title, salary rate, and Fair Labor Standards Act (FLSA) exemption status.

University Title	Official Title - Determined by HRS using Civil Service Classifications or AP Benchmarks
Title Code	
Working Title	
Position Number	Working Title - Set by department and used to better define the position
College/Area	
Department	
Hiring Unit	
Work Location	
Position Supervisor	Reports To – in the Organizational chart – who does this position report to – Important in determining classification

This position is in a Bargaining Unit	
Bargaining Unit Work Schedule (if applicable)	
Summary of Duties	Summary – Brief summary of why the position exists and what it is responsible for – What applicants see
Position Status	Temporary vs. Permanent - Not tied to funding
Appointment FTE%	
Position Term in Months	
FLSA Status	Overtime Eligible vs. Overtime Exempt – Based on JOB DUTIES – determined by HRS
FLSA Exemption Criteria	
Administrative Professional Exemption Criteria	

Job Duties [Edit](#)

Access Requirement

Access Requirement	Financial Data Cash Handling Personnel Data Student Data Access to vulnerable adults or minors	Used to determine training, background check requirements, etc.
Other Access Requirements		

Job Duties

*A minimum of 1 entry is required.

Essential Duty	Essential Functions – Tasks employee must be able to perform in order to fulfill primary purpose of job. Used to determine classification, overtime eligibility, and position requirements Essential Vs. Non-Essential (5% - Other related duties as assigned)
Percent of Time	

Job Function	
Duties Performed	
Essential Duty	
Percent of Time	
Job Function	
Duties Performed	
Essential Duty	
Percent of Time	
Job Function	
Duties Performed	
Essential Duty	
Percent of Time	
Job Function	

Duties Performed	
Essential Duty	
Percent of Time	
Job Function	
Duties Performed	

Supervisory/Lead Responsibilities

Lead Definition- A lead employee has delegated responsibility for training, assigning, organizing or scheduling work, and reviewing completed work assignments. A lead employee does not make hiring decisions.

Supervisor Definition- A supervisor has the authority to recommend hiring of staff, establish job performance standards, evaluate job performance, and take corrective action if performance is not acceptable. Supervisors are also responsible for training, assigning and scheduling work, and acting upon leave requests.

Does this position LEAD the work of others?	Lead – Regularly assign, instruct, and check work of others (1FTE or Equivalent)
Type of employees led	Students/Temp Hourly/ Staff/ AP
Does the combined FTE of all positions lead equal at least 100%?	
Does this position SUPERVISE the work of others?	Supervise – Train, plan/assign work, evaluate performance, take corrective action, recommend discipline (1FTE or Equivalent)

Does this position supervise one or more full time equivalent (FTE) positions?	
Type of employees supervised	Students/Temp Hourly/ Staff/ AP

Position Qualifications

ALL QUALIFICATIONS MUST BE CLEARLY JOB RELATED

Required Qualifications	Classification Requirements - Minimum levels of education, experience, knowledge, skills, and abilities needed to perform the job. Determined by classification – Cannot be modified
Additional Requirements	Position-Specific Requirements – Additional requirements not listed in the classification requirement. Specific certifications or licenses (valid driver's license, professional certification, etc.) Often required at time of hire.
Preferred Qualifications	Preferred Qualifications – Additional requirements such as higher levels of education, experience, etc. the employer would like the individual to possess. Those desired but not mandatory.

Essential Work Competencies [Edit](#)

Essential Work Competencies

The essential work competencies are the knowledge, skills, abilities, mental requirements, physical requirements, and working conditions related to the duties and responsibilities identified as essential functions of the position.

<p>Knowledge, Skills, Abilities or Competencies Describe the knowledge, skills and abilities required of the position.</p>	<p>Knowledge of: basic duties and responsibilities of the position; basic skills associated with a single task; basic principles and practices of supervisory techniques. Skill: with operating specific equipment; in carrying out clearly defined procedures. Ability to: demonstrate basic reading and writing skills; prioritize and arrange job assignments; use common sense approaches and make prudent and sound decisions.</p>
<p>Mental Requirements Indicate the mental demands of the position.</p>	<p>Mental Requirements - Describe the mental demands of the job related to the duties and responsibilities.</p>

Physical Requirements

Indicate the physical demands of the position. The requirements selected must be related to the duties and responsibilities identified as essential functions.

Occasionally = occurs less than 33% of hours worked

Frequently = occurs 33% - 66% of hours worked

Continuous = occurs more than 66% of hours worked

Specify the amount the position will be required to LIFT/CARRY frequently	<p>Physical Requirements - Describe the physical demands of the job and indicates the nature of any lifting or mobility requirements.</p> <p>Lift/Carry and Push/Pull– N/A, up to 10, 20, 50 lbs, over 50 lbs</p> <p>Mobility requirements – bend, twist, squat, climb, kneel/crawl, reach/reach overhead, finger dexterity/fine manipulation, sit, drive</p> <p><i>Occasionally</i> – Less than 33%</p> <p><i>Frequently</i> – 33% - 66%</p> <p><i>Continuously</i> – More than 66% of time</p> <p>N/A – Never</p>
Specify the amount the position will be required to PULL/PUSH frequently	
Bend	
Twist	
Squat	
Climb	
Kneel/Crawl	
Reach/Reach Overhead	
Finger Dexterity/Fine Manipulation	
Sit	

Drive
List any unique work conditions this position will encounter

Unique Work Conditions – extreme temperatures, fumes/odors/mists/dusts, confined areas/spaces, extreme sounds/noises/vibrations, potential hazards (i.e., radiation, hazardous material, biohazards, etc.)

Performance Expectations [Edit](#)

Performance Expectations

Quality of Work
Quantity of Work
Job Knowledge
Working Relationships
Other Factors (OPTIONAL)

Salary Detail [Edit](#)

Salary Detail

Requested Monthly Salary
Approved Monthly Salary
Salary Range
Approved Salary Step

Employee [Edit](#)

Seated User

Details

First Name	
Last Name	
Work Email	
WSU ID	

Supervisor [Edit](#)

Supervisor Position Description

Job Title	
Position Number	
Org Unit	
First Name	
Last Name	
Email	
User Groups	

Required fields are indicated with an asterisk (*).