

# UEIjobs

## Position Description Field Definitions

This document describes all of the fields (required and non-required) in the position management template. Required fields are in **BOLD**.

<b>Job Title</b>	The job title should describe the function of the position, but should not be too long. Human Resources (HR) will approve all benefited job titles. <i>For example: Administrative Assistant, Budget Analyst, Project Coordinator</i>
<b>Location/Division/Department</b>	These fields are pre-selected based upon your profile. If you are a Hiring Director responsible for more than one department, you will see a drop-down list of available departments.
Pay Grade	Completed by HR
Pay Range	Completed by HR
Job Code	Completed by HR
<b>Hours per week</b>	Drop down list: <ul style="list-style-type: none"> <li>Regular (full-time) Employee – 40 hours per week</li> <li>Regular (part-time) Employee – 30 hours per week</li> </ul> All benefited employees must work 30 or more hours per week on a regular basis.
FLSA	Completed by HR
Benefits	Completed by HR
Division	Completed by HR
Paid Hourly or Salaried	Completed by HR
Negotiated Employee	Completed by HR
Life Insurance Amount	Completed by HR
Eligible for CalPERS/LTD	Completed by HR
Need MVR	Completed by HR
Vacation	Completed by HR
Sick Leave	Completed by HR
<b>Broad Scope and Function</b>	A broad statement that reflects the normal duties the incumbent performs. Typically one paragraph and does not contain any information not listed in the Job Duties or any statements from the minimum requirements.

<b>Reporting Relationship</b>	This is a statement indicating what position this position will report to and the type of supervision they receive. Typically a non-exempt/hourly employee will have a statement indicating they receive <b>general supervision</b> , a professional level/exempt position will have a statement indicating they receive <b>general direction</b> . Please indicate if the employee will provide supervision or lead direction to any other employees.
Essential	<p>Essential functions are the fundamental, critical, necessary, crucial, and/or primary duties of a position. They are the basic job duties that an employee must be able to perform. A job duty is an essential function if any of the following is true:</p> <ul style="list-style-type: none"> <li>• The position exists to perform the function(s) (e.g., an essential function of a pilot is to fly planes.)</li> <li>• It is a basic, necessary, and integral part of the job.</li> <li>• There are a limited number of other employees available to perform the function, or among whom the function can be distributed.</li> <li>• The function is highly specialized and the incumbent is hired into the position specifically because of their expertise in performing that function.</li> </ul> <p><u>Some questions to consider:</u></p> <ul style="list-style-type: none"> <li>✓ Would removing the function fundamentally change the position, or eliminate the need for the position?</li> <li>✓ Is transferring the function impossible due to a lack of available employees?</li> <li>✓ Are there severe consequences if the position is not required to perform the function?</li> <li>✓ Is the function a primary reason the position was established?</li> <li>✓ Does the function require specialized expertise?</li> </ul> <p>Contact HR if you need any assistance in determining if a job duty is essential.</p>
Percent of Time	This is an estimate of the percent of time an employee will be performing this job duty. When totaled, the estimates should equal 100%.
<b>Job Duty</b>	<p>Job Duties are statements describing the typical duties or functions the employee is responsible for performing.</p> <ul style="list-style-type: none"> <li>• The statements should be detailed enough to describe the work performed but should not include the instructions or procedures for performing the job</li> <li>• The statements should answer: <b>what</b> is done, <b>how</b> it is done, and if possible, <b>why</b> it is done.</li> <li>• The statements should start with action words (e.g. performs, assists, coordinates, provides)</li> <li>• List in the order of importance and time performed (by % and frequency).</li> </ul> <p>The instructions on how a particular function should be done is typically in a standard operating procedure, not the employee's job description.</p>

	<p><b>Examples of Duty Statements:</b></p> <p><b>Weak:</b> Assists in budget management by monitoring expense accounts.</p> <p><b>Strong:</b> Monitors expense accounts (<b>what is done</b>) by posting expenditures and reconciling balances (<b>how it is done</b>) on a weekly basis.</p>
<b>Minimum Qualifications</b>	<p>A description of the minimum qualifications (MQ's) the employee must possess to perform effectively the duties and responsibilities of the position. They are used to screen job applicants to determine the most qualified candidates. If the MQ is not <b>needed</b> to perform the position, it should not be included.</p> <p>Look at the job duties and consider what someone needs to know or what experience they need in order to perform that function. Most of the MQ's will request Experience, Ability, or Skill. Experience is generally a stronger requirement than ability or skill, which only require someone be able to do something, not necessarily have performed it in a previous position. <b>Keep in mind an applicant cannot be considered for an interview if they do not meet ALL of the qualifications listed in the MQ's.</b></p>
Preferred Qualifications	<p>These are additional qualifications that are not needed to perform the job duties, but will make the employee more efficient. For example, a Masters degree, when the MQ requests a Bachelors degree, or a specific software requirement versus a general software type. Please try to request a maximum of 3 – 5 preferred qualifications.</p>
<b>Physical Requirements</b>	<p>Typical physical requirements for the position. If the field is already completed, you have the ability to modify, add, or delete the text so you can enter physical requirements related to the job.</p> <p>Typical for office/clerical positions:  <i>Sit for extended periods; frequently stand and walk; manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer terminals, telephones, calculators, copiers, facsimile machines, and lift or move boxes weighing up to 50 pounds.</i></p>
<b>Working Conditions</b>	<p>Typical working conditions encountered in the position and related to the job</p> <p><i>Some examples:</i></p> <ul style="list-style-type: none"> <li>• <i>Work is performed in an office environment; continuous contact with staff, students, campus community, the public, and other agencies.</i></li> <li>• <i>fluctuating temperatures (kitchen)</i></li> <li>• <i>field work working under a host of adverse weather conditions (e.g., cold or hot weather, rain, high winds.)</i></li> </ul>

Program Description	This is a brief description of the project/department where the employee will be working. Any pertinent information you wish to communicate about your department/project to an applicant can be entered here.
<b>Name of Direct Supervisor for Employee</b>	Enter the name of the person that will "DIRECTLY" supervise the employee.
<b>Phone Number</b>	Supervisors phone number, format as xxx-xxx-xxxx
<b>Email</b>	Email address for the Supervisor of the employee