**Position Description Questionnaire**

Position Description Form   The statements in this position description are intended to describe the general nature and level of work being executed by employee(s) assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position or individuals.

**Position Title:** Click or tap here to enter text.

**Position Number:** Click or tap here to enter text.

**Department:** Click or tap here to enter text.

**Supervisor/Manager's Title:** Click or tap here to enter text.

**Is this a reporting change?** [ ]  **Yes** [ ]  **No**

**If yes; please indicate previous supervisor’s title:** Click or tap here to enter text.

**Additional information regarding reporting changes:** (i.e. titles that now report to this position)**:**

Click or tap here to enter text.

**Position Summary:**  In 3-4 sentences, briefly but specifically, summarize the primary purpose of the position.

Click or tap here to enter text.

**Essential Functions:** List essential functions of the position in the space provided below, indicating the most important first, and the approximate percentage of time spent on each function over the course of a year. Only list any duties or responsibilities that require 10% or more (equivalent to half of a day per week or 5 weeks per year) of the position’s time. Most positions should have a minimum of 6 essential functions (up to 8 essential functions).

***Defining Essential Functions*** 1. Essential Functions are those major on-going responsibilities/end results that must be achieved in the position.   2. Definition of essential functions for ADA purposes:   Basic/fundamental position duties that an employee must be able to perform, with or without reasonable accommodation.   A position function may be considered essential for any of several reasons, including but not limited to the following: a. The function may be essential because the reason the position exists is to perform that function; b. The function may be essential because of the limited number of employees available among whom the performance of that position function can be distributed; and/or c. The function may be highly specialized so that the incumbent in the position is hired for his or her expertise or ability to perform the particular function.  You must enter percentage of time spent on each essential function (most positions should have a minimum of 6 essential functions with the ability to have up to 8).  An essential function should be a minimum of 10 % and the percentages must add up to 100%.

* **Essential Function 1:** percentage (minimum 10%).**%**

Click or tap here to enter text.

* **Essential Function 2:** percentage (minimum 10%).**%**

Click or tap here to enter text.

* **Essential Function 3:** percentage (minimum 10%).**%**

Click or tap here to enter text.

* **Essential Function 4:** percentage (minimum 10%).**%**

Click or tap here to enter text.

* **Essential Function 5:** percentage (minimum 10%).**%**

Click or tap here to enter text.

* **Essential Function 6:** percentage (minimum 10%).**%**

Click or tap here to enter text.

* **Essential Function 7:** percentage (minimum 10%).**%**

Click or tap here to enter text.

* **Essential Function 8:** percentage (minimum 10%).**%**

Click or tap here to enter text.

**Emergency Response Designation:**

[ ] This position is designated as “emergency response personnel.” “Emergency response personnel” are required to report to work when the college is delayed or closed. “Emergency response personnel” may be called in at any time of day to respond to weather and/or other types of emergencies as needed.

**Other duties and responsibilities:**

List those duties and responsibilities which are not considered essential to the primary purpose of the position. Include those duties that are performed periodically or seasonally and those duties that are performed less regularly and indicate the frequency (annually, quarterly, monthly, or as needed).

Click or tap here to enter text.

**Other duties as determined or assigned**. (This is duty is assigned to all descriptions)

**Education:** Indicate the minimum level of education generally necessary to effectively handle the position’s essential functions. Check only one educational level per column.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Required  | Preferred | Field of Study |
| High school diploma or GED |[ ] [ ]  Click or tap here to enter text. |
| Vocational or technical certificate/degree – Field of study: |[ ] [ ]  Click or tap here to enter text. |
| Associate’s degree – Field of study: |[ ] [ ]  Click or tap here to enter text. |
| Bachelor’s degree – Field of study: |[ ] [ ]  Click or tap here to enter text. |
| Master’s degree – Field of study: |[ ] [ ]  Click or tap here to enter text. |
| Doctoral degree – Field of study: |[ ] [ ]  Click or tap here to enter text. |

**Check "Yes" if experience may substitute for all or some of the required education as indicated above**.

[ ]  Yes [ ]  No

**If experience may substitute for all or some of the above required education, describe how**:

Click or tap here to enter text.

**Driver’s License Required**

[ ] This position requires a valid driver’s license for the operation of a company owned, rented or leased vehicle.

**Additional requirement(s)** (such as licensure, certifications, etc.):

Click or tap here to enter text.

**Pennsylvania Act 153**

[ ] This position is subject to the Pennsylvania Act 153 Clearance consisting of the Pennsylvania Criminal History Record Information Check, Pennsylvania Child Abuse Certification, and Federal Criminal History Record Information Check pursuant to Pennsylvania law and Dickinson College policy.

**Work Experience:** Indicate the minimum level of work related experience required to effectively perform the position’s responsibilities.  This is not necessarily the same as the incumbent’s experience.  Check only one option.

[ ]  Less than 12 months

[ ]  1-3 years

[ ]  3–5 years

[ ]  5 – 8 years

[ ]  More than 8 years

**Supervisory Responsibilities:** Indicate the type and scope of supervisory responsibilities of this position.  Check only one box. Note: this refers to supervision of other college employees, and excludes student workers.

[ ]  Not responsible for supervising others.

[ ]  Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, but has no responsibility to hire, terminate, review performance or make pay decisions.

[ ]  Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity. May offer recommendations for hiring, termination and pay adjustments, but does not have responsibility for making these decisions.

[ ]  Supervises work of others, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and position content.

**Independence of Action:** Indicate the position’s general degree of independence of action.  Check only one option.

[ ]  Work is closely monitored by supervisor/manager; detailed instructions and procedures are generally provided.

[ ]  Work progress is monitored by supervisor/manager; incumbent follows precedents and procedures, and may set priorities and organizes work within general guidelines established by supervisor/manager.

[ ]  Results are defined and existing practices are used as guidelines to determine specific work methods and carries out work activities independently; supervisor/manager is available to resolve problems.

[ ]  Results are defined; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

**Please provide a typical example to support your selection above:**

Click or tap here to enter text.

**Additional Information:** Please describe as clearly and concisely as possible any additional information that would be important to fully understand the role, responsibilities, nature and scope of the position.

Click or tap here to enter text.

**Equipment used:**

Click or tap here to enter text.

**Personal Protective Equipment Required:**

Click or tap here to enter text.

**Physical/Environmental Demands:** Indicate the typical physical and/or environmental demands required to effectively handle the position responsibilities and their frequency.  Please complete the following work environment and physical requirements detail. If the second option is selected, then it is required to have the work environment and physical requirements detail completed.

[ ]  Office environment / no specific or unusual physical or environmental demands.

[ ]  Specific physical requirements or environmental exposures. (**must complete the following work environment and physical requirements sections**)

**Work Environment:**  This question describes your current working conditions. Check all the boxes that apply.

[ ]  Outdoor Environment: Employees work outdoors and may not be protected from weather conditions.

[ ]  Extreme Cold: Temperatures typically below 32 degrees for more than an hour.

[ ]  Extreme Heat: Temperatures above 100 degrees for more than an hour.

[ ]  Noise: There is sufficient noise to cause you to shout in order to be heard above the noise level.

[ ]  Vibration: Exposure to oscillating movements of extremities or whole body.

[ ]  Hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, or exposure to chemicals.

[ ]  Oils: There is air or skin exposure to oils or other cutting fluids.

[ ]  Infectious Diseases: Employees are frequently exposed to contagious or infectious diseases.

[ ]  Exposure to Animals: Working in laboratories with animals.

[ ]  Atmospheric Conditions: Conditions that affect the respiratory system, such as fumes, odors, dusts, mists, gases, or poor ventilation.

[ ]  Close Quarters: Employees are frequently required to work in crawl spaces, shafts, man holes, sewage and water line pipes, and other areas that could cause claustrophobia.

**Physical Requirements:** Please check the level of frequency that best describes the physical demands that are required for you to perform your positions duties.   Do not consider those parts of the position that, if the individual had a disability, a reasonable accommodation could be made.  For example: If the individual were in a wheelchair, but had to occasionally move a box of paper, it would be a reasonable accommodation to have someone else move it for the person.  In that case, moving the box is not a required part of the position.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Not Required  | Seldom  | Often  | Nearly Continuously  |
| Sitting |[ ] [ ] [ ] [ ]
| Repetitive hand motion (such as typing) |[ ] [ ] [ ] [ ]
| Hearing, listening |[ ] [ ] [ ] [ ]
| Talking |[ ] [ ] [ ] [ ]
| Standing |[ ] [ ] [ ] [ ]
| Walking |[ ] [ ] [ ] [ ]
| Bending |[ ] [ ] [ ] [ ]
| Stooping |[ ] [ ] [ ] [ ]
| Climbing stairs |[ ] [ ] [ ] [ ]
| Climbing ladders |[ ] [ ] [ ] [ ]
| Kneeling, squatting |[ ] [ ] [ ] [ ]
| Crouching |[ ] [ ] [ ] [ ]
| Crawling |[ ] [ ] [ ] [ ]
| Balancing |[ ] [ ] [ ] [ ]
| Reaching overhead |[ ] [ ] [ ] [ ]
| Pulling, pushing |[ ] [ ] [ ] [ ]
| Shoveling |[ ] [ ] [ ] [ ]
| Lifting – up to 10 pounds |[ ] [ ] [ ] [ ]
| Lifting – up to 20 pounds |[ ] [ ] [ ] [ ]
| Lifting – up to 30 pounds |[ ] [ ] [ ] [ ]
| Lifting – up to 50 pounds |[ ] [ ] [ ] [ ]
| Lifting – over 50 pounds |[ ] [ ] [ ] [ ]

Submitted by: Click or tap here to enter text.

Date Submitted: Click or tap here to enter text.

**Human Resources Services Use Only**

**FLSA Classification:** Exempt Non-Exempt

**Proposed hiring range:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reviewer A:** **Reviewer B:**

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**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*All positions are subject to final review for content/classification/salary prior to posting/hiring.