

Job Description Form

Position Description

Job Title: _____ Incumbent: _____ Department: _____ Supervisor's Name/Title: _____	Date: _____ Employment Status: Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Reg. hours worked: _____/wk Exempt <input type="checkbox"/> Non-exempt <input type="checkbox"/>
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A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses knowledge, skills, and experience required by the position). One should be on file for each regular full- and part-time position. Attach a copy of the last position description prepared for this position.

When was the last time this position description was updated? Date: _____

What is the overall purpose and objective of this position (why does the position exist)?

List in order of importance the major responsibilities of the job and estimate the percentage of time spent on each responsibility (the main function of the job may or may not be the one where the most time is spent).

- | | | |
|----|--|---------|
| 1. | _____ | _____ % |
| 2. | _____ | _____ % |
| 3. | _____ | _____ % |
| 4. | _____ | _____ % |
| 5. | _____ | _____ % |
| 6. | _____ | _____ % |
| 7. | Able to react to change productively and handle other essential tasks as assigned. | |

Total: 100 %

Is this position closely, moderately, or minimally supervised? _____

Please explain: _____

Does this position have supervisory responsibility (i.e., responsible for hiring, firing, performance appraisals, etc.)? Yes _____ No _____ If yes, list the number and title for positions that directly or indirectly report to this position (i.e., three secretaries, four programmers, etc.): _____

Does this position have access to confidential information? Yes _____ No _____ If yes, please explain:

Does this position have access to or handle company funds? Yes _____ No _____ If yes, please explain: _____

Is it important to this position that the incumbent be able to communicate fluently in English? Yes _____ No _____ If yes, please explain: _____

What kind of work experience (including length of time), training, and/or level of education is necessary for this position? _____

List any required technical skills (typing, computer skills, etc.): _____

What other special training and/or abilities are necessary to qualify for this position?

Check any of the following factors that are important to successful performance in this position:

- | | | | |
|----------------------|--------------------------|----------------------|--------------------------|
| Problem Solving | <input type="checkbox"/> | Bilingual | <input type="checkbox"/> |
| Analytical Ability | <input type="checkbox"/> | Interpersonal Skills | <input type="checkbox"/> |
| Communication Skills | <input type="checkbox"/> | Dexterity | <input type="checkbox"/> |

Describe the requirements of this position that make these factors important: _____

		x full-time	
REPORTS TO Name		Title	
SALARY GRADE	SALARY RANGE		SHIFT
PURPOSE (Include <i>primary accomplishments, products, and services, who</i> benefits from them and <i>how</i> .)			
<p>The purpose of an assembler/packer on the rectangle dedicated line is to complete a partially completed work surface and package it according to standards.</p>			
ESSENTIAL DUTIES (What do you have to be able to do to achieve the desired results of your job? Include management and leadership responsibilities for work team leaders.)			
<ul style="list-style-type: none"> • Visually inspects and transfers work surfaces into boring machine. • Assembles and attaches understructures to work surface. • Packages completed work surfaces, instruction sheets, and correct parts. • Knows and adheres to standards of quality. 			
GENERAL DESCRIPTION (How would you describe this job to someone who has never done it?)			
<p>This job has five workstations. One station has two people working together. Assemblers rotate between stations every two to four hours. Assemblers are responsible for making sure their coworkers know the correct parts that go with each work surface. The variety of work surfaces include _____. Many assemblers perform tasks such as keeping the work area clean, maintaining tape dispenser machine, gathering parts needed for assembly, sliding spacers on screws, etc.</p> <p>They can refer to the booklet prepared by the Quality Control engineers (located at the line site) to learn quality standards.</p> <p>This job is done while standing and working on a work surface that is 35 inches off the floor. The tools used are stratovac (pneumatic lifter), air driven, in line screw-driver, and, infrequently, pliers. The product moves through the line at a rate of one every 1½ to 3 minutes. Work surfaces vary in size from 24" x 24" up to 30" x 96", and in weight from 27 to 116 pounds. They are lifted with a partner off the line, into a box, and onto a pallet. The highest point it is lifted is roughly six feet.</p>			
MINIMUM REQUIREMENTS (What is required to perform the Essential Duties?)			
<ul style="list-style-type: none"> • A minimum of three years of production experience. • Ability to do essential duties. • Ability to understand and follow English instructions. • Ability to transfer 27 to 116 pounds with help of another person, a distance of six feet. 			
I have reviewed and determined that this job description accurately reflects the position.			
_____ Work team leader signature		_____ Employee signature	
_____ Date		_____ Date	
FOR STAFFING USE ONLY			
Posting #		Posting Date __/__/__	
EEO Job Group			

SAMPLE JOB DESCRIPTION—NONEXEMPT (office)

JOB TITLE Staffing Specialist	WORK TEAM LEADER? yes no x	DIVISION/ DEPARTMENT	People Services Staffing
LOCATION	<u> x </u> part-time: <u> 30 </u> hours <u> x </u> full-time	DATE WRITTEN	August 23, 1999
REPORTS TO Name	Title Manager of Staffing & Work Force Diversity		
SALARY GRADE	SALARY RANGE	SHIFT	
PURPOSE (Include <i>primary accomplishments, products, and services, who</i> benefits from them and <i>how</i> .) The purpose of a Staffing specialist is to support the Staffing Department by providing general recruitment assistance.			
ESSENTIAL DUTIES (What do you have to be able to do to achieve the desired results of your job? Include management and leadership responsibilities for work team leaders.) <ul style="list-style-type: none"> • Conduct reference checking. • Administer weekly job postings. • Schedule interviews. • Prepare monthly employment summary reports. • Prescreen candidates. • Administer relocation policy. 			
GENERAL DESCRIPTION (How would you describe this job to someone who has never done it?) A major responsibility of this position (about 40 percent of one's time) is spent on checking employment references on all final candidates. A minimum of two references are checked on the external candidate as well as verification of any higher education degrees. An additional 20 to 25 percent of one's time is spent on the scheduling of candidates for interviews of nonexempt positions. This involves scheduling the candidate with a Staffing representative and also the hiring work team leader. Another responsibility is to prepare the weekly job postings. This involves verifying information on personnel requisitions and ensuring an accurate description of the job is posted internally. It often means verifying specific information with the hiring manager; the Staffing representative; and, if necessary, the Compensation manager. Finally, about 20 percent of one's time is spent assisting employees on relocation. This involves educating the employees on the relocation policy and ensuring that expenses are in accordance with the policy. It also involves serving as a liaison between the employee and various professional moving companies.			
MINIMUM REQUIREMENTS (What is required to perform the Essential Duties?) An associate's degree in business administration and three or more years of experience in personnel or general administration. Appropriate clerical experience may be substituted year-for-year for the degree.			
I have reviewed and determined that this job description accurately reflects the position.			
_____ Work team leader signature		_____ Employee signature	
_____ Date		_____ Date	
FOR STAFFING USE ONLY Posting # _____ Posting Date <u> </u> / <u> </u> / <u> </u> EEO Job Group _____			

Title: Computer Operator

FLSA: Nonexempt

General Summary

Sets up and operates computer and machinery peripheral to computer for purpose of providing information to requesting corporate departments. Work requires knowledge of programming and computer logic and of methodology to run computer system. Work requires ability to read and comprehend instruction manuals in order to make minor repairs to computer equipment. Trains new computer operators. Reports to Computer Operations Supervisor.

Principal Duties and Responsibilities

1. Sets up and loads computer equipment with required items and prepares computer equipment for operation.
2. Operates computer and machinery peripheral to computer for purpose of providing information to requesting corporate documents.
3. Performs tasks necessary to prepare computer-provided information for delivery to requesting departments and delivers information to requesting corporate departments.
4. Troubleshoots minor equipment malfunctions and corrects them as directed by computer operation manuals.
5. Trains new computer operators in methodology of operating computer system.
6. Maintains log of all work processed.

Knowledge, Skills and Abilities Required

1. Ability to read computer instruction manuals and comprehend directions therein in order to remedy minor computer equipment malfunctions. This is normally acquired through completion of a high school education.
2. Knowledge of programming and computer logic in order to perform tasks listed under Principal Duties and Responsibilities, above. This is normally acquired in three to six months of basic technical training.
3. Knowledge of methodology to run computer system and to troubleshoot minor computer equipment malfunctions. This is normally acquired with one to two months of on-the-job experience.
4. Interpersonal skills necessary to train others in computer system methodology.
5. Physical ability to stand and walk. Physical ability to lift and carry items weighing less than 20 pounds for 25 to 30 percent of work time.
6. Ability to meet deadlines.

Working Conditions

1. Sufficient noise 50 percent of working time from equipment peripheral to computer to cause mild physical discomfort.
2. Sufficient measures of electricity in use to cause harm to operator upon serious malfunction.

Approvals

Name _____ Title _____ Date _____

Name _____ Title _____ Date _____

Name _____ Title _____ Date _____

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.