Graphic of a seal

**POSITION DESCRIPTION**

**North Dakota University System Dakota College at Bottineau**

**PART A - Identification, Duties/Responsibilities, and Task Inventory**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Name of Employee:   1a. Position #: | | | | | 2. Social Security #: | |
| 3. Sub Band Title:  3a. Job Family #: | | | | | 1. Functional Title: | |
| **5. Please check all that apply:** | | | | | | |
|  | | Full Time | | |  | Part Time (FTE% ) |
|  | | 9 month position | | |  | 10 month position |
|  | | 11 month position | | |  | 12 month position |
|  | | Other | | | | |
| **HR Use only** | | | | | | |
|  | Exempt *(If exempt, documentation required)* | | |  | | Non-Exempt |
| 6. Institution: Dakota College at Bottineau | | | 7. Division: | | | |
| 8. Department: | | | 9. Unit: | | | |
| 10. Work Mailing Address: | | | | | 11. Work Phone #: | |
| 12. Name & Title of Supervisor: | | | | | | |
| 13. What is the function of your department?  14. What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?) | | | | | | |

**Part A - 15. Duties/Responsibilities**

Provide a general statement of each major duty or responsibility.

1. List the task(s) involved in accomplishing each major duty/responsibility.
2. Indicate the percent of time that is spent on each major duty or responsibility. Estimate percentages over the course of the year. (The incumbent could keep a record of the time spent performing each duty of a course of time.)
3. Begin each statement with a verb that exemplifies the action taken in performing the assignment.
4. **Indicate Essential/Secondary.** The following questions should be taken into consideration in the determination:

-Is the duty/responsibility the reason the job exists?

-Is this a highly specialized task or one that requires special education, training licensure?

**If the answer is yes, the duty is essential.**

-What is the percentage of time spent on the function?

**If the answer indicates a great % of time, the duty is probably essential.**

-What are the consequences to others or to the institution of the failure to perform the function?

**If the answer indicates a high level of accountability, the duty is essential.**

NOTE: See examples and additional instructions attached.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Duty/Responsibility No:** | | | | 1 | **Statement of duty/responsibility:** |
| Percent of Time: | | | |  |
| For ADA compliance, see instructions.  Responsibility is: (Please check one) | | | | |
|  | Essential |  | Secondary | |
| Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Duty/Responsibility No:** | | | |  | **Statement of duty/responsibility:** |
| Percent of Time: | | | |  |
| For ADA compliance, see instructions.  Responsibility is: (Please check one) | | | | |
|  | Essential |  | Secondary | |
| Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task) | | | | | |

PART B

Working Environment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. EDUCATION/KNOWLEDGE REQUIREMENT - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (If you were to recruit today, what qualifications would you require?):** | | | | |
| REQUIRED EDUCATION/TRAINING  (choose one) | | | | DEGREE INFORMATION:  Type of degree: (B.S., M.A., etc..) |
|  | less than high school diploma | | |
|  | High school diploma or GED. | | | Major field of study or degree emphasis: (accounting, economics, etc...) |
|  | 1 year college |  | 2 years college |
|  | 3 years college |  | 4 years college |
|  | 1st year graduate level | | | Specialized subject knowledge: (cost accounting, MACRO economics, etc.) |
|  | 2nd year graduate level | | |
|  |  | | |
| Required Work Experience in Addition to Formal Education/Training: | | | | |
| Required Supervisory Experience: | | | | |
| 2. LICENSE/  CERTIFICATION | | Identify licenses/certification required: | | |
| 3. SPECIFIC SKILLS OR EQUIPMENT REQUIRED | | Requires use/operation of (could include computer software/hardware, tractors, lab equipment, organizational/prioritization ability, interpersonal/oral/written communication skills, customer oriented/service, detail oriented, etc.) | | |

|  |  |  |
| --- | --- | --- |
| **4. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING PERSONS/POSITIONS** | | |
| Position # | Title of Person Supervised | FTE % |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| TOTAL | |  |

|  |  |
| --- | --- |
| **5. INDIRECT SUPERVISION** | |
| Total number of positions indirectly supervised: |  |
| Total number of students or other non-banded staff employees indirectly supervised: |  |

|  |  |
| --- | --- |
| **6. HAZARDOUS WORKING CONDITIONS** | **Unusual or hazardous working conditions related to performance of duties:** |
| Precautionary measures taken to avoid those unusual or hazardous working conditions: |
| Frequency of occurrence of unusual or hazardous working conditions: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **7. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities** | | | | |
| Employee is required , with or without accommodation, to: | Never | 1-33%  Occasionally | 34-66%  Frequently | 66-100%  Continuously |
| Stand |  |  |  |  |
| Walk |  |  |  |  |
| Sit |  |  |  |  |
| Use hands dexterously (use fingers to handle, feel) |  |  |  |  |
| Reach with hands and arms |  |  |  |  |
| Climb or balance |  |  |  |  |
| Stoop/kneel/crouch or crawl |  |  |  |  |
| See |  |  |  |  |
| Talk or hear |  |  |  |  |
| Taste or smell |  |  |  |  |
| Lift & carry: up to 10 pounds |  |  |  |  |
| up to 25 pounds |  |  |  |  |
| up to 50 pounds |  |  |  |  |
| up to 75 pounds |  |  |  |  |
| up to 100 pounds |  |  |  |  |
| more than 100 pounds |  |  |  |  |

|  |
| --- |
| **This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Employee's Signature Date**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Supervisor's Signature Date** |