

CAMERON UNIVERSITY

Job Description Form for Classified Positions

A "Job Description Form" must be completed by the appropriate supervisor for a new job or a reclassification request. Proposed revisions of existing job descriptions may be originated by anyone in the administrative chain above the employee. Requests for classification must reflect a change in the employee's job duties, level of responsibility, difficulty, importance to the University or other significant consideration or the request will be returned to the originator. The Personnel Office will review the draft proposal, correlate the proposed job description with the title classification definitions and develop the final job description in coordination with the employee's supervisor. This form is to be completed by the Dean, Department Chairman, or Director, not the employee filling the job. (The employee may need to be consulted.)

If this is a new job, items 2, 3, 7, and 8 may be left blank and item 4 should state the proposed title.

1. **Date:** _____
2. **Job #:** _____ 3. **Title #:** _____ 4. **Proposed Title:** _____
5. **Type of job:** _____ Permanent _____ Temporary
 _____ Full-time _____ Part-time
 _____ Hours per week _____ Months per year
6. **School/Department #:** _____ **School/Department Name:** _____
7. **Employee's Name:** _____ 8. **SSN:** _____
9. **Supervisor(s) Name:** _____
10. **Circle One:** New Position Reclassification Other:
11. **General Function:** In the following space state the overall general function of the job in one to four complete sentences. Please review and use existing title classification definitions to the extent possible.

General Function

12. **Description of Job Duties:** In the following space, provide a list of job duties and responsibilities and the percentage of time devoted to each duty. Consider an entire year or the duration of the job if less than one year.

Job Duties and Responsibilities	Percent of Time

Use additional pages if necessary

13. **Minimum and Preferred Qualifications:** In the following space, provide a list of minimum and preferred qualifications. The list of minimum qualifications should allow the employee to accomplish the duties. The preferred qualifications should enhance the performance of duties. The qualifications should include education, experience, training, license and similar requirements. Please refer to and use existing title classification definitions to the extent possible.

MINIMUM QUALIFICATIONS:

PREFERRED QUALIFICATIONS:

14. **Will the employee in this job supervise:**
- | | | | |
|----------------------------------|------------|-----------|--------------|
| a. Student workers? | Yes _____, | No _____, | Number _____ |
| b. Other classified employees? | Yes _____, | No _____, | Number _____ |
| c. Other classified supervisors? | Yes _____, | No _____, | Number _____ |

15. **In a brief paragraph, describe the degree of difficulty of this job in relation to other jobs at Cameron University.**

16. **In a brief paragraph, describe the level of responsibility of this job in relation to other jobs at Cameron University.**

17. **In a brief paragraph, describe the overall importance of this job to Cameron University.**

18. **If this job is occupied, have you discussed the information on this job description form with the employee?**

Yes _____, No _____

19. _____ **Supervisor's Signature (Direct)** _____ **Date** _____

20. _____ **Department Chair/Dean/Director's Signature** _____ **Date** _____

21. _____ **Vice President's Signature** _____ **Date** _____

22. _____ **Director of Personnel's Signature** _____ **Date** _____

Note: In some cases it may be necessary to acquire the final decision from the President's Office.