

Position Description

Transaction Type			Date Submitted							
Department			Org Code							
Title	Extended Title (if applicable)									
Position Code	Position#		Security Sensitive Level: Level I Level I							
Last Name		First Name	Middle Initial							
R#										
Reports To:										
Last Name		First Name	Middle Initial							
R#		Title								
Hours/Shift: Fi	rom	<u>To</u>	Isovertime required?							
Monday	AM PM	AM PM	Specify:							
Tuesday	_ AM _ PM	AM PM	openy.							
Wednesday	_ AM _ PM	AM PM	Istravel required?							
Thursday	_ M M PM	AM PM								
Friday	AM _ PM		Specify:							
Saturday	_ AM PM	AM PM								
Sunday	_	L AM L PM	Other:							
JOBSUMMARY Position description	INCTIONS									
essential: Does the job ex	rist toperform that fur ne performing this fur	nction? Can the function only be proceed yes, then	change thejob. Things to consider when determining functions that a performed by a limited number of employees? Does the employee spend n it is likely to be considered an essential function. If failure to perform							
List the essential fu	nctions of this jo	b below. Attach separate	pages if necessary for additional essential job functions.							

Save the document in a named file prior to completing any field.

lame	R#
ESSENTIALJOBFUNCTIONS <i>continued</i>	
GLOBALCOMPETENCIES	
An essential set ofskills, attitudes, and knowledge that a	lign performance with theuniversity'sstandards.
1. Quality of Customer Service	-
Delivers high level of service which meets the needs of 2. Compliance	or the customer
Complies with university and departmental rules, laws	s, policiesand procedures
3. Staff Development	, , , , , , , , , , , , , , , , , , , ,
Attends all required training or certification programs v	vithin the specified time frames
4. Planning and Organizing Work	
Effective and efficient utilization of time and resources	
5. Dependability	and the factor to a floor to an area
Degree to which the employee can be relied upon to c	complete tasks in a timely manner
6. Quality of Work Accurate, neat, thorough	
,, 	

Anticipatesand responds to the needs of the department

7. Initiative

GLOBALCOMPETENCIES continued
8. Relationship with Others
Respectful, cooperative, and effective in getting along with a diverse group of employees and customers
9. Adaptability
Effectively adjusts to change
10. Communication (oral and written)
Expresses ideas/information in a complete, clear, concise, organized, and timely manner; actively listens to othersand is open
to suggestions 11. Accountability
Accepts responsibility for job performance
12. Job Knowledge
Demonstrates an understanding of knowledge specific to the job
LEVEL OFSUPERVISION RECEIVED
Describe theamount ofsupervision thisposition receives.
Extensive
Much direct supervision, work with supervisor
Moderate Access to supervisor and/or lead coworker, when needed
Limited
Work is highly autonomous, performs independently
SUPERVISINGSUBORDINATES
Describe theamount of timeand typeofsupervision given tosubordinates.List number and titleofemployeessupervised.
g
REQUIRED KNOWLEDGE,SKILLS, AND ABILITIES
Theattributes required toperform thejob that aregenerally demonstrated through qualifyingservice,education, or training.
PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES
Preferred knowledge, skillsand abilities, in addition to therequired knowledge, skillsand abilities.
REQUIRED QUALIFICATIONS
Qualifications from the <u>TexasTechPayPlan</u>
PREFERRED QUALIFICATIONS
Qualifications in addition to therequired qualifications.

Name

R#

WORKCONTEXT How important are the following skills and a bilities in accomplishing the essential job functions?	Not Important	Fairly Important	Important	Very Important	Extremely Important		
PublicSpeaking	0	0	\circ	0	\circ		
Face-to-Face Communication	\circ	\circ	0	\circ	\circ		
Telephone Communication	\circ	\circ	0	\circ	\circ		
Write Letters, Emails, and Memos	\circ	\circ	0	0	\circ		
Develop and Implement Policies and Procedures	0	0	\circ	0	0		
Meet Strict Deadlines	0	0	\circ	0	0		
Responsibility for Outcomes and Results	\circ	0	\circ	0	\circ		
Develop Objectives and Strategies, Strategic Planning	\circ	0	\circ	0	\circ		
Evaluate Information to Determine Compliance	\circ	\circ	0	\circ	\circ		
Deductive Reasoning, Make Decisions and Solve Problems	\circ	\circ	0	\circ	\circ		
Manage Processes, Resources, and People	\circ	\circ	0	\circ	\circ		
Coordinate or Lead Projects and Teams	0	0	\circ	0	0		
PHYSICAL DEMANDS In an average workday,employee isrequired to:	Approximate Amount of Time per Day (in hours						
	0-2		<u>4-6</u>	<u>6+</u>	N/A		
Sit	0	0	0	0	0		
Stand	0	0	0	0	0		
Walk or Move About	0	0	0	0	0		
Drive	0	0	0	0	0		
Bend, Stoop, or Twist	0	\circ	\circ	0	\circ		
Climb Ladders or Step Stools (ascend/descend)	0	\circ	\circ	0	\circ		
Stairs (ascend/descend)	0	\circ	\circ	0	\circ		
Reach Outward, Above and Below Shoulder	0	\circ	0	\circ	\circ		
Squat, Crouch, Kneel, or Crawl	0	\circ	0	\circ	\circ		
Balance	0	\circ	\circ	0	\circ		
Push or Pull							
Usual amount lbs	0	\circ	\circ	\circ	\circ		
Maxamountlbs	0	0	0	0	0		
Usual amountlbs	0	\circ	\circ	\circ	\circ		
Maxamount lbs Carry	O	0	0	0	0		
Usual amountlbs	0	\circ	0	\circ	\circ		
Maxamountlbs	0	0	0	0	0		
Is employee able to change positions? Use feet for repetitive movements as in operating foot con		•	equently		leeded		
Right: OYes ONO Left: OYes ONO	В	oth: $\bigcirc Ye$	es (No				

Name		R#					
DEXTERITY REQUIREM Employee must use hands		Right			.44		
Simple grasping		_			Left		
Simple grasping Firm Grasping		○Yes ○Yes	○ No ○ No		○Yes ○Yes	○ No ○ No	
Fine Manipulation		()Yes	O No		OYes	O No	
Picking or Pinching		()Yes	O No		OYes	O No	
	DITIONS						
ENVIRONMENTALCON	DITIONS	<u>Approximat</u>		<u>4-6</u>			
Stand on concrete		<u>0-2</u> O	<u>2-4</u>	0	<u>6+</u> O	<u>N/A</u>	
Walk on uneven or slippe	ervsurface	0	0	0	0	0	
Exposure to electrical haz		0	0	0	0	0	
<u>-</u>	e, fumes, odors, grease, oil	0	0	0	0	0	
·	or unpleasant noise or sounds	0	0	0	0	0	
Exposure to chemicals or	•	0	0	0	0	0	
Exposed to vibration		0	0	0	0	0	
Works in cramped quarte	ers or congested areas	0	0	0	0	0	
Works in extreme tempe	•	0	0	0	0	0	
<u>-</u>	ay not have natural light	0	0	0	0	0	
Works outdoors, expose		0	0	0	0	0	
Works at heights		0	0	0	0	0	
•	ninery or heavy machinery	0	0	0	0	0	
Works with others		0	0	0	0	0	
Works alone				0	0		
Works with office equip	oment	0	0	0	0	0	
SENSORY DEMANDS							
Check all that apply.							
☐ Hear	☐ Touch	Near Vision			Perceptio		
☐ Speak	Smell	Night Vision		Spatia	Il Perception	on	
☐ Taste	☐ Color Vision	Far Vision					
intended to be construed	otion is intended to describe the gene asan exhaustive list of all responsibilit his position description restricts mar	ies, duties, skills, work	schedule	e, overtime	or travel fouties and		
0:				Date			
Signature of Supervisor DISTRIBUTION				R#			
Original -Department File	Co <u>py - E</u> mployee	Copy <u>- Hum</u> an Res	ources (hr.	pos <u>itiondescr</u>	ription@ttu.ed	<u></u> <u>du)</u>	