Instructions for Completing the Job Description Template Form:

Section I: General Information (insert pertinent information in each of these boxes)

- Working Job Title
- Department Name
- Employee's Name (If the position is currently filled)
- Title of Supervisor
- Name of Supervisor

The other boxes can remain blank, if the information is unknown, and will be completed by HR.

Section II: Position Summary

- Summarize the primary duties and responsibilities of the position in 1-3 (short) paragraphs.

Section III: Duties & Responsibilities

- Arrange the list of essential duties and nonessential duties in order of importance. Indicate estimated % of time spent on each duty listed and indicate with an "X" the duties & responsibilities that are essential functions of this position, in the appropriate columns.

Section IV: Zone Definition Factors

A. Knowledge, Skills and Abilities
B. Problem Solving / Decision-Making
C. Interactions
D. Strategic Impact

NOTE: These four sub-sections (A-D) correspond directly to sub-sections A-D of “Section VII: Job Family Zone Questionnaire”.

1. In each sub-section under Section VII, select one answer that best describes the job.
2. Then "copy & paste" that answer into the boxes provided in “Section IV: Zone Definition Factors.”

Section V: Minimum Qualifications

- List Level of Education, Years & Type of Experience *required* for the position. You may also list *desired* qualifications for the position in this Section.

Section VI: Physical Requirements

- Complete the General Physical Requirements as listed in this Section of the form to comply with the Americans with Disabilities Act (As Amended).

Section VII: Job Family Zone Questionnaire

- See instructions above under Section IV: Zone Definition Factors

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