**Position Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Supervisor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required Education** High school Associates Bachelors Masters PhD Terminal Degree

**Required Experience** Less than 1 year 1-3 yrs. 3-5 yrs. More than 5 yrs.

**Type of Experience** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preferred Qualifications** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **MAJOR RESPONSIBILITIES** |
| 1. What are the incumbent’s major job responsibilities? List 3-6 duties that will require 20% or more of the position’s time. Attach a separate sheet if necessary.
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| 1. Is the position responsible for managing a division, department, unit or program/project? If yes, name the division, department, program/project(s)
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| 1. How often does the position require confronting problems that are not covered in the Grant’s, University’s, or department’s policies and procedures?

 (Daily ,Weekly , Semi-Monthly, Monthly or Infrequently) |
| 1. In carrying out duties of this position, is the incumbent required to make independent choices, free from immediate supervision, as to matters that significantly affect the Grant, University’s and/or department’s business?
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| 1. Is the incumbent authorized to diverge from policies, guidelines and procedures without consulting a supervisor? If yes, give examples:
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| 1. Is the incumbent allowed to make decisions that would commit the division, department, or unit to spend a substantial amount of money or other resources? If yes, give examples of range of authorized spending:
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| 1. Is the incumbent responsible for developing, monitoring or administering an income and/or expense budget?

 Check the answer that describes the level and scope of budgetary responsibility:\_\_\_No direct budgetary responsibility\_\_\_Collect and/or enter budgetary data. No decisions or analysis conducted.\_\_\_Monitor and reconcile budgets. No decisions as to how to spend or transfer funds.\_\_\_Monitor and reconcile budgets. Makes decisions on spending or transfer of funds, but requires authorization from supervisor to make final.\_\_\_ Monitors and reconciles budgets. Authority to determine how to spend or transfer funds; authorized to approve.\_\_\_ Same as above. Makes budget projections. Assist with establishing budgets.\_\_\_ Full budgetary responsibility. Establishes and controls center/department budgets. |
| 1. Check the answer that describes the level of managerial responsibility for this position:

\_\_\_No direct managerial responsibility\_\_\_No direct managerial responsibility but does lead project teams \_\_\_Directly supervises 2 or more employees \_\_\_Manages or directs a department or multiple departments  |
| 1. Check the answer that best describes the level of knowledge and expertise exercised:

\_\_\_\_**Entry**: Learns to apply and follow procedures, techniques, rules and regulations, are responsible for entry level work, some basic familiarity with the particular subject matter concerned, based on completing introductory training or course work in the field, self-study, or introductory hands-on-experience in the field.\_\_\_**Developmental**: Apply procedures, techniques, rules and regulations within the limited scope of the job duties; sufficient knowledge to work effectively in a limited range of work situations; this level of knowledge comes from limited hands-on experience in the field.\_\_\_**Full Operational**: Fully operational and is fully responsible for technical assignments; considerable and sufficient knowledge of the subject to enable the employee to work effectively in all normal work situations. This level of knowledge comes from a large hands-on experience in the field.\_\_\_**Advanced**: Advanced and/or technically specialized; responsible for complex tasks, and is highly accountable for the work of the area; Some oversight and administrative operation responsibility as necessary; Thorough knowledge of the subject to enable the employee to perform unusually difficult and complex assignments and act as a mentor to lower-level employees; Knowledge comes from a complete and well rounded amount of hands-on experience in the field.\_\_\_**Expert**: Responsible for complex and multi-faceted assignments in leading operations University-wide or for multiple areas; Responsible for broad decision making authority, judgment, and independence; Broad and intensive grasp of substantially all areas of the subject to enable the employee to originate new concepts or approaches and/or direct their implementation and act as a mentor to lower-level employees; Knowledge comes from comprehensive hands-on experience in the field. |