



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 #: | | 4. Functional Title: | |
| 5. Please check all that apply: | | | |
| <input type="checkbox"/> | Full Time | <input type="checkbox"/> | Part Time (FTE%) |
| <input type="checkbox"/> | 9 month position | <input type="checkbox"/> | 10 month position |
| <input type="checkbox"/> | 11 month position | <input type="checkbox"/> | 12 month position |
| <input type="checkbox"/> | Other | | |
| HR Use only | | | |
| <input type="checkbox"/> | Exempt <i>(If exempt, documentation required)</i> | <input type="checkbox"/> | 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.

- < List the task(s) involved in accomplishing each major duty/responsibility.
- < 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.)
- < Begin each statement with a verb that exemplifies the action taken in performing the assignment.
- < **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) | | |
| <input type="checkbox"/> Essential | <input type="checkbox"/> 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) | | |
| <input type="checkbox"/> Essential | <input type="checkbox"/> 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 | Major field of study or degree emphasis: (accounting, economics, etc...) | |
| | High school diploma or GED. | | |
| 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 | 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.) |

| | |
|-------------------------------|--|
| EQUIPMENT REQUIRED | |
|-------------------------------|--|

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

| <u>Employee is required , with or without accommodation, to:</u> | 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