



POSITION REVIEW FORM

The following information must be provided for position review. If you need additional information or have any questions, please contact the Human Resources Department at 650-3774.

1. POSITION

Date Prepared: _____

- A. **Position Title:** _____
- Department:** _____
- Incumbent Name:** _____
- Reports to (Title):** _____
- Name of Supervisor:** _____

B. Position Purpose/Summary

State the principle purpose or function of the position.

II. DESCRIPTION

C. Essential Functions/Marginal Functions

Essential Functions are defined as the fundamental job duties which are critical and necessary to the performance of the position. Rank numerically the Essential Functions of the position in order of their importance. Identify non-essential job functions as Marginal. Essential Functions must indicate ***what*** is done, ***why*** it is done and ***how*** it is to be accomplished. **Indicate the percentage of time you spend on each function. The total of all functions must equal 100%.**

Example:

Essential Functions

Implement University recruitment policies and procedures screening applicants and arranging interview appointments) in order to provide an adequate pool of qualified applicants for vacant positions by contacting recruitment referral sources. (50%)

Marginal Functions

- Assist supervisor in the development of policy and procedures. (5%)
- Serve as back-up in supervisor's absence. (2%)

III. DETAIL

D. Knowledge and Skills

Describe the knowledge and skills required to perform the essential functions. Indicate required and preferred education and/or experience.

E. Quantitative Data

Budget - Indicate the size and type (grant, state, self-sustaining). Indicate responsibilities for forecasting, developing, monitoring and the budget amount. Describe the latitude for expenditure control.

Personnel - Indicate the total number of exempt staff, classified staff, students or temporary employees reporting to this position. Indicate supervisory responsibilities (i.e. hiring, performance evaluation, disciplinary action/leave approval). Describe other possible work direction (distributing work to others, reviewing work for content or completeness, training new employees) that is provided.

F. Include an Organization Chart

POSITION REVIEW AUTHORIZATION

Supervisor	_____	Date: _____
Director/Dean	_____	Date: _____
Vice President	_____	Date: _____