 **Administrative Professional Position Description**

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| **Section 1: Incumbent and Position Information** |

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| --- | --- | --- | --- | --- |
| Position description effective date:  |  |  | HRIS position number:  |  |

|  |  |
| --- | --- |
| Incumbent name: |  |

|  |  |
| --- | --- |
| Position title: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position is located in (city, state) |  | On EOU Campus? | [ ]  Yes | [ ]  No |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Percent of time necessary and regular travel is *required* : | [ ]  <10% | [ ]  10-20% | [ ]  25-40% | [ ]  45-55% | [ ]  60-75% | [ ]  >75% |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Shift assigned to:  | [ ]  Day | [ ]  Swing | [ ]  Graveyard | [ ]  Other:  |  |
| Is position *frequently* subject to “call back” obligations?  | [ ]  Yes | [ ]  No |

|  |  |
| --- | --- |
| Division name: |  |

|  |  |
| --- | --- |
| Department/College name:  |  |

|  |  |
| --- | --- |
| Supervisor name:  |  |

|  |  |
| --- | --- |
| Supervisor title:  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FTE: |  |  Annual employment basis (# of months per year): |  | mos. |

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| **Section 2: Summary of Position Purpose** |

*Describe this position in context of its department/college mission and goals. (Text boxes will expand as needed.)*

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| **Purpose that this position exists:** |
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| --- |
| **Summarize the primary activities that this position is responsible for doing:** |
|  |

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| **Summarize the primary outcomes that this position is responsible for accomplishing:** |
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| **Section 3: Position Duties in Detail** |

***Essential Duties*** *are those that are core to position’s value to the department/college and necessary to complete the position’s work. Include any duty that comprises 5% or more of position’s overall importance. Be clear and complete when describing Essential Duties. (Text boxes will expand as needed.)*

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| **Essential functions/roles:** |
|  |
| **Essential decision-making responsibilities:** |
|  |
| **Essential supervisory duties:** |
|  |
| **Essential relationships – internal and external to the University:** |
|  |
| **Other Essential Duties:** |
|  |

***Secondary Duties*** *are required but are not critical to the position. A general listing of Secondary Duties, rather than descriptions, is acceptable. It is not necessary to be exhaustive. (Text boxes will expand as needed.)*

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| **Section 4: Knowledge and Expertise**  |

*All required items must be based solely on the position’s Essential Duties.*

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| **Required (R)****Preferred (P)** | **Formal Education:** | **NOTE: Either the required subject disciplines must be listed or, if the degree may be generic, then the specialized knowledge needed by requiring the degree must be described.**  |
| [ ]  R [ ]  P | Associate |  |
| [ ]  R [ ]  P | Bachelor |  |
| [ ]  R [ ]  P | Masters |  |
| [ ]  R [ ]  P | Ph.D./Terminal |  |
| [ ]  R [ ]  P | Certifications/Licenses |  |
| [ ]  R [ ]  P | Multilingual |  |

|  |  |
| --- | --- |
| **REQUIRED** **Years of Experience:** | **Clearly describe the knowledge, skills, and expertise that the required years of experience are expected to have produced.** *(Text boxes will expand as needed.)* |
| Area:# Yrs. Required: . |  |
| Area:# Yrs. Required: . |  |
| Area:# Yrs. Required: . |  |
| **PREFERRED** **Years of Experience:** | **Clearly describe the knowledge, skills, and expertise that any preferred years of experience are expected to have produced.**  |
| Area:# Yrs. Required: .  |  |
| Area:# Yrs. Required: . |  |
| Area:# Yrs. Required: . |  |

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| **Section 6: Supervisory Responsibilities** |

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| --- | --- | --- | --- | --- | --- |
|  | **# Direct Reports** | **Total # Responsible** |  | **# Direct Reports** | **Total # Responsible** |
| AP Administrative |  |  | Faculty Adjunct – FT |  |  |
| AP Supervisory |  |  | Faculty Adjunct – PT |  |  |
| AP Professional  |  |  | Faculty Other |  |  |
| AP Managerial |  |  | Classified Office |  |  |
| AP Exec. Director/ Director/ Dean |  |  | Classified Trade |  |  |
| AP Executive Other |  |  | Classified IT |  |  |
| AP Any Other:  |  |  | Classified Specialized |  |  |
| Faculty Tenure/Track |  |  | Classified Other |  |  |
| Faculty Fixed Term |  |  | Student Workers |  |  |

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| **Section 6: Fiscal Authority** |

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| --- | --- |
| **Annual Operating Budget ($)** | **3-Year Annual Average Capital Budget ($)** |
| Recommendation Authority | Approval Authority | Recommendation Authority | Approval Authority |
|  |  |  |  |

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| **Section 7: Additional Position Demands** |

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| **Describe any hazardous working conditions (e.g. working at heights, hazardous chemicals, weather, etc. Exclude travel.)** |
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| **Describe other position attributes and characteristics that are important to note:** |
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| --- | --- | --- |
|  |  |  |
| Employee Signature |  | Date |
|  |  |  |
|  |  |  |
| Supervisor Signature |  | Date |
|  |  |  |
|  |  |  |
| Human Resources |  | Date |

HR USE ONLY:

FLSA Status

|  |  |
| --- | --- |
| Exempt | Nonexempt |
| [ ]  Executive [ ]  Manager/Director [ ]  Professional [ ]  Supervisor [ ]  IT Professional [ ]  Exec. Admin [ ]  Teacher/Coach [ ]  Higher Ed[ ]  Other . | [x]  Yes [ ]  NoSEIU confidential exception?[ ]  Yes [ ]  No |

**Job Code:**

CUPA-HR Survey Position Code:

Job Focus Indicator Code:

Technical and Administrative: [ ]  TA1 [ ]  TA2 [ ]  TA3

Individual Contributor: [ ]  IC1 [ ]  IC2 [ ]  IC3 [ ]  IC4 [ ]  IC5 [ ]  IC6

Management: [ ]  M1 [ ]  M2 [ ]  M3 [ ]  M4 [ ]  M5

**Compensation:**

 ❑ Unique Position

If Unique:

|  |  |
| --- | --- |
| Compensation Matrix Name: * Clerical/Technical (AA-GG)
* Athletics (1-13)
* Management and Professional (A-J)
* Senior management/Executive
 | Position Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 ❑ Comparable Work Group (CWG) Position

If in a CWG:

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| --- |
| CWG Compensation Matrix Name:   |