|  |  |
| --- | --- |
| New Position? [ ] Yes [ ] No  | Existing Position # Click here to enter text. |
| Add New Title (Note: can be a working title if unsure of the correct classification) |
| Click here to enter text. |

[*Click here to look up classification specifications on Administration and Staff job titles.*](http://usfweb2.usf.edu/human-resources/class-comp/admin-staff-job-titles.asp)

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| Position Data Elements |
| **Position Data Details** |
| Effective Date: Click here to enter a date. |
| Department ID and Department Name | ID: Enter Dpt ID Name: Enter text |
| Job Code/Job Code Title [*(Job Code lookup)*](http://usfweb2.usf.edu/human-resources/class-comp/admin-staff-job-titles.asp) | Job Code: Enter job code Title: Enter title |
| Salary Admin Plan *(Staff? Admin? Faculty?)* | Choose an item. |
| Grade (Career band) *(*[*available on class specs*](http://usfweb2.usf.edu/human-resources/class-comp/admin-staff-job-titles.asp)*)*  | Enter text |
| Regular/Temporary | Choose an item. |
| Full/Part Time | Choose an item. |
| Standard Hours | Enter text |
| Work Frequency | Enter text |
| Reports To *(Position number of the supervisor)* | Enter text |
| Supervisor Level *(Ex: Director, Chair)* | Enter text |
| Mail Drop | Enter text |
| Work Phone |  Enter text |
| Union Code *(*[*available on class specs*](http://usfweb2.usf.edu/human-resources/class-comp/admin-staff-job-titles.asp)*)* | Enter text |
| Bargaining Unit Eligibility  | Enter text |

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| Add New Summary Information |
| **Organizational Unit Summary** *(Type a short summary of the unit or department. NOTE: use the same summary for every position in the department)* |   |
| **Position Summary** *(Type a short summary of the position. This is not a listing of the duties but a brief summary)* |  |

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| --- |
| Add New Addl Info for Applicants |
| Effective Date of change:  | Enter date |
| Posting Items | ADDL\_INFO |
| Percent of Funding from Grant |  Enter % of funding from grant % |
| Target Salary Range | $ Enter text to $Enter text |
| Special Skills\Training  | Enter text |
| Add’l Info for Applicants | Enter text |

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| Add New Additional Required Documents |
| Effective Date of change: Enter effective date |
| **Choose Document IDs Required** *(Typically used for faculty recruitments* |
| [ ]  Buckley Waiver  | [ ]  Evidence of Successful Teaching |
| [ ]  Cover Letter | [ ]  Resume |
| [ ]  Curriculum Vitae  | [ ]  Transcripts |
| [ ]  Evidence of Successful Research |  |

# Duties and Responsibilities

|  |  |  |  |
| --- | --- | --- | --- |
| *#* | *% Time* | *Essential?* | *Responsibility/Duty* |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

*(Add additional rows to the table above by placing your cursor in the last row and hitting the Tab key. Add as many rows as needed.)*

|  |
| --- |
| Add New Work Environment (Normal) |
| **Effective Date** | **Content Item** | **Percentage of Time** |
| Enter date | Choose an item. | Choose an item |
| Enter date | Choose an item. | Choose an item |
| Enter date | Choose an item. | Choose an item |
| Enter date | Choose an item. | Choose an item |
| Enter date | Choose an item. | Choose an item |
| Enter date | Choose an item. | Choose an item |
| Enter date | Choose an item. | Choose an item |
| Enter date | Choose an item. | Choose an item |

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| Add New Physical Demands |
| **Effective Date** | **Content Item** | **Percentage of Time** |
| Enter date | Choose an item. | Choose an item |
| Enter date | Choose an item. | Choose an item |
| Enter date | Choose an item. | Choose an item |
| Enter date | Choose an item. | Choose an item |
| Enter date | Choose an item. | Choose an item |
| Enter date | Choose an item. | Choose an item |
| Enter date | Choose an item. | Choose an item |
| Enter date | Choose an item. | Choose an item |

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| --- |
| Add New Fiscal Accountability (check all that apply) |
| **Effective Date** | **Content Item** | **Annual Dollar Amt** | **Check all that apply** |
| Enter date | [ ] Budgetary Authority | $Enter amt | [ ] Prepare and/or Develop[ ] Manage and/or Reconcile[ ] Accountable Officer[ ] Highest Level Approver |
| Enter date | [ ] Financial Spending Authority | $Enter amt | [ ] Prepare and/or Develop[ ] Manage and/or Reconcile[ ] Accountable Officer[ ] Highest Level Approver |

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| Add New Compliance Requirements (check all that apply) |
| **Effective Date** | **Content Item** |
| Enter date | [ ] Code of Conduct for Financial Functions |
| Enter date | [ ]  Campus Security Authority |
| Enter date | [ ]  Child Abuse Reporting Requirements |

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| --- |
| Add New Supervisory Responsibilities |
| **Effective Date** | **Supv Reponsibility** | **Direct Reports** *(add position numbers and titles of direct reports for this position)* |
| Enter date | Position Number(s) of Direct Reports  | Enter text |
| Enter date | Job/Position titles of Direct Reports | Enter titles |

|  |
| --- |
| Add New Education/Experience (Qualifications) |
| **Effective Date** | **Content Item ID** | **Education Level** | **Years of Exp** | **Exp Substi-tutable?** | **Descriptive Information** |
| Enter date | Add’l Minimum Qual | HS Diploma or Equiv | Enter years |[ ]  Optional – typically not needed. |
| Enter date | Mimimum Qual | Enter text | Enter years |[ ]  Add work exp/education required |
| Enter date | Preferred Quali | Enter text | Enter years |[ ]  Add preferred skills/experience |

|  |
| --- |
| Add New Licenses and Certification |
| **Effective Date** | **License** | **Status (Must License be kept Active?)** | **Renewal Required?** |
|  |  |  |  |
|  |  |  |  |

*(Add additional rows to the table above by placing your cursor in the last row and hitting the Tab key. Add as many rows as needed.)*

|  |
| --- |
| Add New Machines or Equipment Used |
| **Effective Date** | **Machines and Equipment** |
|  |  |
|  |  |

*(Add additional rows to the table above by placing your cursor in the last row and hitting the Tab key. Add as many rows as needed.)*

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| --- |
| Add New Tests or Examinations (Background Checks/Drug Screens) |
| **Effect Date** Enter date | **Reason/Rationale** |
| [ ]  Criminal History Background Check - Level 1  | Enter text |
| [ ]  Criminal History Background Check - Level 2  | Enter text |
| [ ]  Drug Screen | Enter text |

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| Add New Language Skills |
| **Effect Date** | **Language** | **Importance** |
| Enter date | Enter text | Enter text |
| Enter date | Enter text | Enter text |
| Enter date | Enter text | Enter text |