|  |  |
| --- | --- |
| 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)

|  |  |
| --- | --- |
| 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 |

|  |  |
| --- | --- |
| 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)* |  |

|  |  |
| --- | --- |
| 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 |

|  |  |
| --- | --- |
| 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 |

|  |  |  |
| --- | --- | --- |
| 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |
| --- | --- |
| 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 |

|  |  |  |
| --- | --- | --- |
| 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.)*

|  |  |
| --- | --- |
| 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 |

|  |  |  |
| --- | --- | --- |
| 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 |