



POSITION DESCRIPTION INSTRUCTIONS

North Dakota University System

This Position Description should be completed cooperatively by the employee and supervisor unless the position is new or vacant, in which case it would be completed by the supervisor. **Call your institution's Human Resources/Personnel representative with questions.**

It is important that the information is accurate since the Position Description is used for the following purposes:

- a) job description
- b) job family assignment
- c) source document for recruitment
- d) source document for performance evaluation and development
- e) source document for worker's compensation or disability accommodation issues

When the following information is completed, submit to your institution's Human Resources/Personnel representative to initiate the classification/reclassification process.

____ Completed detailed position description which accurately reflects the duties/responsibilities of the position.

____ Cover memo/statement indicating:

* The applicable reason:

____ New responsibilities have been added to the existing *organization's* mission/purpose and assigned to this position; or

____ Significant amount of new responsibilities have been reassigned/changed to this position with no substantial change in the *organization's* mission/purpose; or

____ Position is assigned in a band and job family which has been revised by the NDUS Human Resource Council.

* ____ Contact person for the process.

____ Department (up to President) Organizational Chart representing reporting relationship used for the performance evaluation including each employee's:

____ Name

____ Functional title

____ Position Number

____ Job Family Name

EXAMPLES

Position: Administrative Secretary /#0000

Duty/Responsibility No: 1		Statement of duty/responsibility:
Percent of Time: 40%	For ADA compliance, see instruction. Responsibility is: ÷ Essential ~ Secondary (Please check one)	Perform departmental receptionist responsibilities.

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task): 1. Answer department telephone, relay information or transfer calls to appropriate individuals. 2. Greet visitors, answer questions and/or direct them to appropriate individual(s). 3. Handle daily mail and correspondence for department.		
Duty/Responsibility No: 2		Statement of duty/responsibility: Perform departmental administrative activities.
Percent of Time: 45%	For ADA compliance, see instruction. Responsibility is: ÷ Essential ~ Secondary	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task): 1. Compose routine correspondence for department chair. 2. Key instructional materials (tests, syllabi, handouts, class schedules) for department faculty. 3. Make travel arrangements for all departmental faculty.		
Duty/Responsibility No: 3		Statement of duty/responsibility: Assist with department seminars.
Percent of Time: 13%	For ADA compliance, see instruction. Responsibility is: 9 Essential ÷ Secondary (Please check one)	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task): 1. Work at registration table. 2. Assist in scheduling equipment, rooms, refreshments. 3. Handle participant's correspondence and registration materials as needed.		
Duty/Responsibility No: 4		Statement of duty/responsibility: Work Safely.
Percent of Time: 2%	For ADA compliance, see instruction. Responsibility is: ÷ Essential ~ Secondary (Please check one)	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task): 1. Follow safety rules. 2. Help identify unsafe working conditions. 3. Stop co-workers who are working in an unsafe manner.		