

Instructions for Completing the Job Description Template Form _____:

Section I: General Information (insert pertinent information in each of these boxes)

- Working Job Title
- Department Name
- Employee's Name (If the position is currently filled)
- Title of Supervisor
- Name of Supervisor

The other boxes can remain blank, if the information is unknown, and will be completed by HR.

Section II: Position Summary

- Summarize the primary duties and responsibilities of the position in 1-3 (short) paragraphs.

Section III: Duties & Responsibilities

- Arrange the list of essential duties and nonessential duties in order of importance. Indicate estimated % of time spent on each duty listed and indicate with an "X" the duties & responsibilities that are essential functions of this position, in the appropriate columns.

Section IV: Zone Definition Factors

3 U R Y M S H F H I D P S O H e s h a l e d e s c r i b e s t h e j o b

NOTE: 7 K H D Q V Z H U V W R H S W L B R Q = R Q H ' H I L Q L W L e t r e s p o n d F W R U V
directly to A-D of "Section VII: Job Family Zone Questionnaire" D Q Z L O E O S X
G H W H U V W K R H U V H F O H F I V H D Q K L Q 6 H F W L R Q 9 , , ,