(Developing the job description)

**Instructions**: Type information in the unshaded boxes and check the boxes relevant to the duties and responsibilities for the job and the incumbent (employee).

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| Date: |  |
| Name and Title of Person Completing this Form: |  |
| Job Title: |  |
| Employee Reports To: |  |
| City and State for this Job: |  |
| EEO Job Classification ([EEO URL for SOC Code](https://www.eeoc.gov/employers/eeo1survey/jobclassguide.cfm)): |  |

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| Job Summary (primary end results for having this position): |
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| **#** | **Describe Essential Job Functions of the Incumbent (Employee) (total percent must equal exactly 100%)** | % of Time | |
| 1 | Perform other duties and tasks as instructed or assigned (include this in all job descriptions). |  | |
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| **Describe Minimum Qualifications** (click box on all that apply) | | |
| **Education:**  High School Diploma or GED  Associate in Arts Bachelor’s Master’s | | |
| **Experience Relevant to Job Title:**  1 – 2 years,  3 – 4 years,  4 – 5 years,  Combination of Education for total years of: Years | | |
| **Skills and Abilities:** | | |
| Software: Word  Excel  PowerPoint  Publisher  Explorer  Outlook  Adobe, type:  Software Skill Level:  Basic  Intermediate  Advanced  Other Software: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Typing Speed:  not essential  25 – 40 WPM  40 – 60 WPM  60 to 80 WPM  10 Key by Touch:  Yes  Not Required | | |
| Leading: No Supervisory/Managerial responsibilities  Responsible for leading two or more direct reports  Other: | | |
| Verbal Communication:  Not Essential  Persuasiveness Clear and Concise  Fluent English  Other: | | |
| Written Communication:  Not Essential  Fluent English  High School Level  College Level  Other: | | |
| Group Presentation Skills:  Not required  Frontline Employees  Managers & Supervisors  Customers  Directors & Executives | | |
| Math:  Basic, add subtract  Fractions and Percentages  Algebra  Geometry Calculus  Other: | | |
| Work Independently:  Remotely Supervised  Directly Supervised Works Partially Independent  Indirectly Supervised Works Fully Independent & Requires Initiative  Other: | | |
| Data Analysis:  Does not Apply Requires Data Analysis to Draw Conclusions  Electronic Data Research  Evaluating Physical Surroundings to Draw Conclusion or Work Safety. | | |
| Driver’s License: Does not Requiring Driving  Standard Driver’s License  Class A  Class B | | |
| Certifications:  None  Welding  Forklift  HR  Front/Back Office  Accounting  OSHA  Contractor license Type:  Other: | | |
| Travel: No Travel Required Up to 25%  Up to 50% Up to 75%  Some Overnight Travel  Other: | | |
| Age Requirement:  Must be at least 18 Years of age  Must be at least 21 years of age (provide reason)  Other/Reason for Age Requirement: | | |
| **Physical Demands** | | |
| Push/Pull/Lift Weight:  10 lbs. or less  up to 25 lbs.  up to 50 lbs.  up to 100 lbs. 100 lbs. or more | | |
| Walking:  None  Occasional  Frequent  Extensive | | |
| Sitting:  None  Occasional  Frequent  Extensive | | |
| Standing:  None  Occasional  Frequent  Extensive | | |
| Driving:  None  Occasional  Frequent  Extensive | | |
| Reaching:  None  Occasional  Frequent  Extensive | | |
| Bend/Stoop:  None  Occasional  Frequent  Extensive | | |
| Crawling:  None  Occasional  Frequent  Extensive | | |
| Typing:  None  Occasional  Frequent  Extensive | | |
| Color Vision:  None  Occasional  Frequent  Extensive | | |
| Weather Exposure:  None  Occasional  Frequent  Extensive | | |
| Talking:  None  Occasional  Frequent  Extensive | | |
| Hearing:  None  Occasional  Frequent  Extensive | | |
| Noise Level:  None  Occasional  Frequent  Extensive | | |
| Chemical/Dust/Fume Exposure:  None  Occasional  Frequent  Extensive | | |
| Other: | | |

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| duties (Part 1) Test Manager/Supervisor (Exempt-Salary) | |
| Will the employee earn more than $455 per week base salary? | Yes  No |
| Is the employee Full Time or Part Time? | Yes  No |
| Does the employee manage a department? | Yes  No |
| Does the employee hire, fire, promote, or evaluate two or more employees? | Yes  No |

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| Duties Test (Part 2) – Exempt or Salary (click/check one category) | |
| Go to the following website for explanation of the below categories:  [US Department of Labor](https://www.dol.gov/whd/overtime/fs17a_overview.htm) | |
| Executive/Managerial Exemption |  |
| Administrative Exemption |  |
| Professional Exemption |  |
| Computer employee Exemption |  |
| Outside Sales Exemption |  |
| **Employee meets none of the above, employee is paid hourly** |  |

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| Proposed Starting Weekly Base Salary or Hourly Wage Amount (Range): | | | | | |
| Minimum | $ | Middle | $ | Minim | $ |
| Is the employee eligible for a bonus, and if so what type (explain below): | | | | | |
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| Please list any other information for HR to Consider: |
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| **For HR/Payroll Use Only:** | | | | | | | | |
| Job Title: |  | | | Department Name | |  | | |
| Reports To: |  | | | Job Description Code | |  | | |
| FLSA Code |  | | | EEO Code | |  | | |
| Salary Range Weekly | Min: | $ | Mid: | | $ | | Max: | $ |