A position description describes the purpose, duties, decision making, working conditions, physical requirements and qualifications of the position. Determining the correct classification, proper budgeting, and effective recruitment requires an accurate position description. Please complete the fields below. Fields will automatically expand as text is entered.

If you have any questions, please contact the Office of Human Resources at [oithr@oit.edu](mailto:oithr@oit.edu) or 541.885.1075.

|  |
| --- |
| **GENERAL INFORMATION:** |

|  |  |
| --- | --- |
| **\*Working Title:** |  |
| **\*Division / College:** |  |
| **\*Department:** |  |
| **\*Hiring Unit:**  (if different than Department) |  |
| **\*Work Location** |  |

|  |
| --- |
| **POSITION DETAILS** |

|  |  |  |  |
| --- | --- | --- | --- |
| **\*Position Number:** |  | **\*Position Term/Mo:** |  |
| **\*Full/Part time:** |  | **\*Appointment FTE (%):** |  |
| **\*Faculty Rank:**  (If applicable) |  | | |

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| --- |
| **SUPERVISORY POSITION** |

|  |  |
| --- | --- |
| **\*Supervisor’s Name** |  |
| **\*Supervisor’s Title** |  |

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| **JOB FUNCTIONS AND DUTIES** |

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| \***Position Summary:**  *Briefly summarize the purpose position exists and its role in achieving program/project objectives. As appropriate, include information on the university, college, department/ school, program, project, and position.* |
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| \***Job Functions & Duties** |
| **Job Function:**The job function is used to describe a grouped set of related duties. The job function should only be a few words in length. Example of a job function could be “Administrative Support”.  **Job Duties:** List the current job duties assigned to the position, in order of importance, and the estimated percentage of time required for each job function.   **Percentage of Time:** Percentages must add up to 100% (regardless of part-time status) and be in increments of 5%. |

|  |  |
| --- | --- |
| **\*Job Function:** |  |
| **\*Description of Duties:** |  |
| **\*Essential (**Yes/No**):** |  |
| **\*Percentage of Time:** |  |

|  |  |
| --- | --- |
| **\*Job Function:** |  |
| **\*Description of Duties:** |  |
| **\*Essential (**Yes/No**):** |  |
| **\*Percentage of Time:** |  |

|  |  |
| --- | --- |
| **\*Job Function:** |  |
| **\*Description of Duties:** |  |
| **\*Essential (**Yes/No**):** |  |
| **\*Percentage of Time:** |  |

|  |  |
| --- | --- |
| **\*Job Function:** |  |
| **\*Description of Duties:** |  |
| **\*Essential (**Yes/No**):** |  |
| **\*Percentage of Time:** |  |

|  |  |
| --- | --- |
| **\*Job Function:** |  |
| **\*Description of Duties:** |  |
| **\*Essential (**Yes/No**):** |  |
| **\*Percentage of Time:** |  |

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| **POSITION REQUIREMENTS** |

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| \***Classification Requirements**  (These may be hard-coded in the HEROES system based on the type of position, no entry in this field is needed.) |

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| \***Additional Requirements**  (These are considered to be minimally required qualifications for the position. They are in addition to any hard-coded Classification Requirements.) |
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| \* **Preferred Qualifications** |
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| **BUDGET SUMMARY** |

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| --- | --- |
| **Maximum Amount Currently Budgeted for Position** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Entry #1**  Please provide information about the budget source for the position. | | | |
| **\*Index:** |  | **\*Amount:** |  |
| **\*Percentage:** |  | **Fund:** |  |
| **\*Org:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Entry #2 (OPTIONAL)**  Please provide information about the budget source for the position. | | | |
| **Index:** |  | **Amount:** |  |
| **Percentage:** |  | **Fund:** |  |
| **Org:** |  | | |

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| **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT** |

|  |  |
| --- | --- |
| **Working Environment(s)**  Mark the appropriate box(es) that best describes the environment in which the primary function of the position is performed with an “X”. | |
|  | **Athletic Environment** |
|  | **Classroom Environment** |
|  | **Clinical Environment** |
|  | **Lab Environment** |
|  | **Frequent Travel Environment** |
|  | **Maintenance/Custodial Environment** |
|  | **Mechanical Environment** |
|  | **Office Environment** |
|  | **Outdoor Environment** |
|  | **Other Environment (please explain below)** |
| If other working environment(s), list here. | |
|  | |

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| --- | --- | --- | --- |
| **Physical Requirement(s)**  *Indicate the frequency in which this position will be required to:* | | | |
| Occasionally = 1%-33% / day | | Frequently = 34%-66% / day | Continuous = 66%-100% / day |
|  | | | | |
| **\*Stoop/Bend** |  | | | |
| **\*Crouch** |  | | | |
| **\*Crawl** |  | | | |
| **\*Kneel** |  | | | |
| **\*Twist** |  | | | |
| **\*Climb** |  | | | |
| **\*Balance** |  | | | |
| **\*Reach** |  | | | |
| **\*Grasp** |  | | | |
| **\*Push/Pull** |  | | | |
| **\*Finger Dexterity** |  | | | |
| **\*Sit** |  | | | |
| **\*Drive** |  | | | |
| **\*Stand** |  | | | |
| **\*Lift/Carry** |  | | | |

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| **Other Physical Requirement(s)**  Specify the *amount of pounds* the position will be required to perform the following motion. Mark with an “X”. | | | | | | |
|  |  | Up to 10 lbs. |  |  |  | Up to 10 lbs. |
| **Lift/Carry** |  | Up to 20 lbs. |  | **Push/Pull** |  | Up to 20 lbs. |
|  |  | Up to 50 lbs. |  |  |  | Up to 50 lbs. |
|  |  | Over 50 lbs. |  |  |  | Over 50 lbs. |

|  |  |  |  |  |
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| **Unique Working Condition(s)**  Indicate the frequency of the unique working conditions this position will encounter. | | | | |
| N/A | Occasionally = 1%-33% / day | | Frequently = 34%-66% / day | Continuous = 66%-100% / day |
|  | | | | |
| **\*Extreme Temperatures:** | |  | | |
| **\*Fumes/Odors/Mists/Dusts** | |  | | |
| **\*Confined Areas/Spaces** | |  | | |
| **\*Extreme Sounds/Noises/Vibrations** | |  | | |
| **\*Potential Hazards Exposure**  (i.e. radiation, hazardous material, bio-hazards, etc.) | |  | | |
| If other working conditions, list and provide frequency here. | | | | |
|  | | | | |

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| **POSITION DOCUMENTS (*Organizational Chart*)** |

**\***Submit an updated organizational chart which includes the position outlined above along with this form. This is necessary to fully understand the position and accurately determine the classification of the position.