(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). |  |
| 2 |       |  |
| 3 |       |  |
| 4 |       |  |
| 5 |       |  |
| 6 |       |  |
| 7 |       |  |
| 8 |       |  |
| 9 |       |  |
| 10 |       |  |
| 11 |       |  |
| 12 |       |  |
| 13 |       |  |
| 14 |       |  |
| 15 |       |  |
| **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 [ ]  AdvancedOther Software: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Typing Speed: [ ]  not essential [ ]  25 – 40 WPM [ ]  40 – 60 WPM [ ]  60 to 80 WPM10 Key by Touch: [ ]  Yes [ ]  Not Required |
| Leading: [ ] No Supervisory/Managerial responsibilities [ ]  Responsible for leading two or more direct reportsOther:       |
| Verbal Communication: [ ]  Not Essential [ ]  Persuasiveness [ ] Clear and Concise [ ]  Fluent EnglishOther:       |
| 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: | $       |