



CHECK ONE: New Position Existing Position

Employee Name (leave blank if position vacant): _____

Employee's myWSU ID#: _____

Present Classification Title (if existing position): _____

Proposed Classification Title: _____

Position Type: _____ E-class: _____

Position Title (vanity/directory title): _____

Position Number: _____ Salary Grade: _____ FTE: _____

Supervisor of this Position (by title): _____

Employee's Supervisor (name & myWSU ID): _____

Who evaluates the work of incumbent (name & myWSU ID): _____

Position #(s) this Position Supervises (if applicable):

If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 Plans, staffs, evaluates, and directs work of employees of a work unit.
 Delegates authority to carry out work of a unit to subordinate supervisors or managers.

Division: _____

Department: _____ Org. #: _____

Unit (area within the office/department): _____

Campus Address (room number & building): _____

Campus Phone Number (format: xxx-xxx-xxxx) _____

Regular Hours of Work: (i.e. hours, days, exceptions) _____

For Human Resources Use Only:

FLSA Designation: _____

Allocation Approved: _____

Human Resources Signature: _____ Date: _____

Reallocate a Position: (If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.)

Summary of Responsibilities:

Minimum Education Requirements: List in the space below the State minimum education requirements for this classification -- see MQ's on the Job Class Specifications at <http://www.da.ks.gov/ps/specs/specs/> or contact the classifications manager in Human Resources.

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Minimum Experience Requirements: List in the space below the State minimum experience requirements for this classification -- see MQ's on the Job Class Specifications at <http://www.da.ks.gov/ps/specs/specs/> or contact the classifications manager in Human Resources. (If more lines are needed, go to the last line in this table and tab to create the next numbered bullet.)

1.	
2.	
3.	

Required Licenses, Certificates & Registrations:

Professional Licenses (i.e. architect, CPA, electrician, plumber, etc.), other: _____

Certificates (i.e. PHR, SPHR, etc.), other: _____

Valid Class C Driver's License, explain: _____

CDL – Employee must attain a Commercial Drivers License with required endorsements or options within 6 months of hire, and maintain it. . *(Must pass drug screen prior to employment. Employee will be subject to random drug screening.)*

University Law Enforcement-Must be a United States citizen and at least 21 years of age. Must complete a basic law enforcement training program recognized by the Kansas Law Enforcement Training Commission and obtain certification as a law enforcement officer from the Kansas Law Enforcement Training Commission before being given permanent status. At time of appointment, candidate must take and pass a drug screening test approved by the Division of Personnel Services. This class requires the use of a firearm for law enforcement duties and therefore, candidates cannot have been convicted of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9).

Other Required or Preferred Licenses, Certificates & Registrations:

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Required Knowledge, Skills and Abilities: (If more lines are needed, go to the last line in this table and tab to create the next numbered bullet.)

1.	
2.	
3.	
4.	

Preferred Education Requirements:

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Preferred Experience Requirements: List preferred experience that may be used to screen applicants. (If more lines are needed, go to the last line in this table and tab to create the next numbered bullet.)

1.	
2.	

Latitude to Complete the Work:

a. How much latitude is allowed employee in completing the work?

b. What kinds of instructions, methods & guidelines are give to the employee to help do the work?

c. State how and in what detail assignments are made?

Job Duties: (If more lines are needed, go to the last line in this table and tab to create the next numbered bullet.)

	% of Duty	Responsibility/Duty should be grouped to indicate a minimum of 5% & maximum of 40% time spent on each duty in the following format: What is the action being done; to whom or what is the action directed; and briefly state why and how the action is being done. For each function state who reviews, how often and what is it reviewed for?	Importance Essential (E) Minimal (M)
1.			
2.			
3.			

Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples of consequences of error in action or decision by employee:

List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Physical Job Requirements: (Frequency = daily, weekly, monthly or periodically)

Activity	Frequency	Activity	Frequency
<input type="checkbox"/> walking/running/jumping	_____	<input type="checkbox"/> standing	_____
<input type="checkbox"/> squatting	_____	<input type="checkbox"/> vocal ability	_____
<input type="checkbox"/> crawling/kneeling	_____	<input type="checkbox"/> grasping	_____
<input type="checkbox"/> pushing/pulling/reaching	_____	<input type="checkbox"/> vision - straight ahead/peripheral/color	_____
<input type="checkbox"/> stooping	_____	<input type="checkbox"/> visual acuity – far & near	_____
<input type="checkbox"/> climbing	_____	<input type="checkbox"/> body coordination/balancing at heights	_____
<input type="checkbox"/> handling/feeling	_____	<input type="checkbox"/> repetitive movement	_____

<input type="checkbox"/> lifting _____ pounds _____	<input type="checkbox"/> hearing _____
<input type="checkbox"/> sliding _____ pounds _____	<input type="checkbox"/> sitting _____
<input type="checkbox"/> carry _____ pounds _____	<input type="checkbox"/> other: _____

Explain Physical Job Requirements:

For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Environmental Factors: What hazards, risks or discomforts exist on the job or in the work environment (i.e. noise, temperature, dust, lighting, chemicals, etc.)?

Employee's Signature

Date

Employee's Name (printed)

myWSU ID#

Supervisor's Signature

Date

Supervisor's Name (printed)

myWSU ID#

Signature of HR Classifications Officer: _____

Date: _____

Signature of HR Director: _____

Date: _____