

UNIVERSITY OF MASSACHUSETTS  
POSITION DESCRIPTION WORKSHEET

This worksheet has been prepared to assist  
in describing the functions of a position.  
Please complete it when creating a new position  
or requesting a review of a current position.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

OFFICIAL TITLE: \_\_\_\_\_ FUNCTIONAL TITLE: \_\_\_\_\_

IMMEDIATE SUPERVISOR: \_\_\_\_\_ TITLE: \_\_\_\_\_

- I. BASIC KNOWLEDGE - Minimum Education Requirements for position: (Do not describe the qualifications of the incumbent of position.)

	Minimum Number of Years	Degree	Course or Specialization
College			
Graduate School			
Other (certification; licensure; etc.)			

What specialized courses or technical knowledge in addition to above is desirable?

- II. EXPERIENCE - Minimum length of time required at time of hire to perform duties of position effectively with specified education or training?

\_\_\_\_\_ under 1 year

\_\_\_\_\_ 1 to 3 years

\_\_\_\_\_ over 3 to 5 years

\_\_\_\_\_ over 5 to 7 years

\_\_\_\_\_ over 7 to 10 years

\_\_\_\_\_ over 10 years

- III. JUDGMENT AND INITIATIVE - Includes relative level of intellectual demand inherent in the position; responsibility for formulating independent decisions; problem solving; prioritization; original thinking; analytical evaluation; application of specialized expertise or advanced knowledge in a field; conceptual development of techniques, procedures, and policies; and participation in long- and short-range plans.

Describe those duties which involve the greatest demand on intellectual skills (as outlined in paragraph above):

- IV. INDEPENDENT ACTION - The degree of independence exercised in performing assigned duties; exposure to or freedom from supervision or scope of delegated authority.

A. In what areas does the position allow for independent action and decision-making?

B. In what kinds of situations would the incumbent refer an issue to a supervisor? Within what constraints does the incumbent act?

C. Briefly describe the scope of responsibility and authority for the following:

Reports and records: (creating and/or approving)



B. Contacts outside of the University:

Position or Title of Persons Contacted	Nature of Contacts

VII. MANUAL SKILLS - Degree of manual skill required, including eye and hand coordination, finger dexterity, manipulative ability, etc., for varying lengths of time.

Identify those tasks which require significant manual skills and indicate what portion of daily assignments would be devoted to the task and whether lengthy periods of time (i.e., over two hours) would be involved:

Task

Proportion of Job/Period of Time

VIII. ENVIRONMENTAL CONDITIONS - Those conditions in the environment which may hamper the incumbent's ability to perform assigned duties through the creation of work distractions or unpleasant conditions.

Describe the environmental conditions of this position in relation to:

Noise, fumes, chemicals, harsh weather, or other physical irritants:

Stressful distractions or regular encounters with irate clientele:

IX. PHYSICAL EFFORT - Degree of exertion required by general physical activity (standing, walking, etc.) and physical force exerted for short or intermittent periods of time.

Describe the most physically demanding activities of the position and the approximate percentage of the work hours involved in the activity:

X. OCCUPATIONAL RISKS - Degree of exposure to job-related injury, probability of injury and potential severity of injuries, should accidents occur.

Potentially Dangerous Tasks

Potential Severity

XI. SUPERVISORY RESPONSIBILITY - A: Types of supervision (direct, indirect, functional, etc.) and related organizational responsibilities (hiring, training, developing policies and procedures, establishing and controlling budgets through subordinate personnel).

Persons Supervised

Type of Supervision

Supervisory Activities

XII. SUPERVISORY RESPONSIBILITY - B: Numbers of staff under direct and indirect supervision and numbers of student employees under either direct or indirect supervision.

A. Direct supervision of non-student employees (not FTEs):

Check one box:

1-3	4-6	7-9	10-12	Over 12

B. Indirect supervision of non-student employees (not FTEs): (Employees supervised by directly reporting staff.)

Check one box:

1-10	11-20	21-50	51-100	Over 100

C. Direct or indirect supervision of student employees (average number at any given time):

Check one box:

1-10	11-20	21-50	51-100	Over 100

XIII. INFORMATION TECHNOLOGY SKILLS: The Information Technology Skills element is used to assess the relative level of specialized knowledge related to Information Technology (IT), or the use of computers to analyze, communicate, manage or manipulative data.