



UNIVERSITY OF DENVER POSITION DESCRIPTION

**I. GENERAL INSTRUCTION:**

The Position Description form is used to record the duties, responsibilities, qualifications sought and fiscal impact of appointed and non-appointed staff positions. This information is the basis for Human Resources to determine the title, salary rate, salary grade and Fair Labor Standards Act exemption status for staff positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form. Please attach a current organizational chart when submitting this form.

Job Title		Position #	
Department Name		Division Name	
Employee Name		Salary/Hourly Rate	

**II. GENERAL INFORMATION:**

A. This questionnaire: (check appropriate box)

- Establishes a New Position     Updates Job Description     Requests FLSA Exemption Status Review

B. This position supervises: (provide position number(s) and position title(s) of employees supervised by this position. If no employees are supervised, indicate "None". Also include workstudy, temporary and volunteer positions.)

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C. Machines or equipment used by the position. Indicate hours during an average week that each piece of equipment is actually used. For most positions the combined total usage will seldom approach 40 hours:

	hrs		hrs		hrs
	hrs		hrs		hrs

D. Qualifications required in filling a future vacancy in this position. Keep the position in mind rather than the current or potential occupant.

	Required Qualifications	Preferred Qualifications
Education:		
Experience:		
Licenses and/or certifications:		
Special Knowledge, abilities and skills:		
Other requirements or other factors:		

E. Does this position require driving for University business?     Yes     No

**III. STATEMENT OF RESPONSIBILITY:**

A. General Summary: Please summarize the general purpose, scope and responsibilities of this position:

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**IV. KNOWLEDGE, SKILLS, AND ABILITIES:** (KSA's) are the qualifications an individual needs in order to perform a job or the essential functions of the job.

A. Language Skills:

B. Mathematical Skills:

C. Reasoning Ability:

D. Other Skills and Abilities:

E. Physical Demands:

F. Work Environment:

**V. SPECIFIC DUTIES:** Please list in order of importance, and in detail, the duties assigned to this position and estimate the percent of time given to each duty over a period of time after each duty. Percentages must add to 100%, including "other duties as assigned". Place an asterisk in front of each essential duty. Essential duties are why the job was created. They are the basic chores or tasks that must be performed by any incumbent, with or without reasonable accommodation. Please include the purpose and impact of each duty performed. Please place an asterisk in front of each essential duty.

•

**VI. EXEMPTION CATEGORIES:**

If you believe this position to be exempt, please read through the information below to answer the questions appropriately.

**COMPUTER EXEMPTION:**

Does the employee's primary duty consist of the performance of work that requires the application of one of the following:

Systems analysis techniques and procedures, including consulting with users to determine hardware, software, or system functional specifications?  Yes  No

Additionally, please provide an explanation or example:

The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on user or system design specifications?  Yes  No

If yes, please provide an explanation or example:

The design, documentation, testing, creation or modification of computer programs related to machine operating systems?  Yes  No

If yes, please provide an explanation or example:

A combination of the duties stated above?  Yes  No

If yes, please provide an explanation or example:

**EXECUTIVE EXEMPTION:**

**Management:**

- Management duties include interviewing, selecting, and training of employees; setting and adjusting their rates of pay and hours of work; directing their work; maintaining their production or sales records for use in supervision or control; appraising their productivity and efficiency for the purpose of recommending promotions or other changes in their status; handling their complaints and grievances and disciplining them when necessary; planning the work; determining the techniques to be used; proportioning the work among the employees; determining the types of materials, supplies, machinery or tools to be used, or merchandise to be bought, stocked and sold; controlling the flow and distribution of materials or merchandise and supplies; providing for the safety of employees and property.
- Primary duty generally means the principle or most important duty the employee performs.

Is the employee's primary duty the management of a department or division?  Yes  No

If yes, please provide an explanation or example:

**Supervision:**

- Joint or shared supervision with another exempt employee is insufficient.
- Supervision only in the regular manager's absence is insufficient.

Do the employee's duties include the regular supervision of two or more full-time employees or the equivalent (at least two full-time subordinates each week)?  Yes  No

If yes, please provide an explanation or example:

Additionally, if yes, please make certain section B. under II. General Information is complete.

Does the employee have the authority to hire or fire assigned employees, or at least the responsibility to effectively recommend hiring, firing, advancement, promotion, or other change in assigned employee status?  Yes  No

If yes, please provide an explanation or example:

**ADMINISTRATIVE EXEMPTION:**

**Fundamental nature:**

- Administrative operations of the business include advising management, planning, negotiating, representing the company, purchasing, promoting sales, and business research and control.
- Administrative duties do not include routine or structured tasks such as bookkeeping, data tabulation, or clerical duties.
- Administrative work must be of substantial importance to the management or operation of the business, such as work affecting the development of policies or responsibilities to execute or carry out policy.

Does the employee's primary duty consist of the performance of office or non-manual work directly related to management policies or general business operations of the employer or its customers, as opposed to work primarily involving production or sales of services?  Yes  No

If yes, please provide an explanation or example:

**Judgment:**

- The employee must exercise discretion and independent judgment with respect to matters of significance as opposed to daily routine decisions.
- Independent judgment and discretion involves the comparison and evaluation of possible courses of conduct and having the authority to make an independent choice, free from immediate direction with respect to matters of significance. It also does not include the use of manuals, guidelines or software packages to make determinations.
- The exercise of independent judgment and discretion does not include the use of skill in applying techniques, procedures, or specific standards.
- Discretion and independent judgment may be:

- making a decision to depart from prescribed standards or permitted tolerances;
  - making decisions that affect the operational policies of the employee’s department;
  - making decisions in connection with negotiations where the individual is given “reasonable latitude” in carrying on those discussions, which are binding on the employer;
  - formulating recommendations, even if management must review and accept the recommendation prior to implementation;
  - formulating or participating in the formulation of policy for the business unit; or
  - broad authority to commit the employer in substantial respects financially.
- Discretion and independent judgment is not:
- applying knowledge, following prescribed procedures or determining which procedures to follow;
  - determining whether specified standards have been satisfied, even if there is some leeway in reaching a conclusion;
  - performing inspection functions by following established techniques and procedures with skills acquired through special training or experience;
  - formulating recommendations based upon the development of facts concerning conformity with a known standard;
  - comparing items based upon established standards, known through experience or written manuals;
  - screening applicants or conducting interviews to determine satisfaction of certain minimum qualification;
  - making decisions that do not commit the employer in substantial respects financially or otherwise; or
  - negotiating settlements with policy holders where the individual is not given “reasonable latitude” in carrying on those negotiations.

Do the employee’s duties include work requiring the exercise of discretion and independent judgment?

Yes     No

If yes, please provide a detailed explanation and at least three examples:

**PROFESSIONAL EXEMPTION:**

**Education:**

- Knowledge for the job cannot be attained at the high school level.
- Knowledge must not be restricted to the mechanical arts.
- Requisite knowledge must be customarily acquired by a prolonged course of specialized intellectual study. In some subjects, however the specialized intellectual study may be acquired by the combination of intellectual study and work experience.
- Primary duty generally indicates that the principal and most important part of the job is pursuing the profession.

Does the employee’s primary duty consist of the performance of work requiring knowledge of an advanced type in a field of science or learning?       Yes       No

If yes, please provide an explanation or example:

**Judgment:**

- Please review the definitions of independent judgment under *Administrative Exemption*.

Do the employee’s duties include work requiring consistent exercise of discretion and independent judgment?

Yes     No

If yes, please provide a detailed explanation and at least three examples:

**VII. Certifications:**

I acknowledge by signing below, to the best of my knowledge, the information contained in this document accurately reflects the duties and responsibilities of this position. Additionally, I understand that if any changes are made to this position regarding its content, a new and accurate job description must be filled out and turned into Human Resources.

\_\_\_\_\_  
Date                      Signature of Employee

\_\_\_\_\_  
Date                      Signature of Immediate Supervisor                      Title

<b>For Human Resources Office Use Only:</b>	
<b>Exempt:</b> <b>Choose One</b>	<b>Position Title:</b>
<b>Position Class:</b>	<b>Position Class Title:</b>
<b>Approved By:</b>	<b>Date:</b>



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Job Title		Position #	
Department Name		Division Name	
Employee Name		Salary/Hourly Rate	

**II. GENERAL INFORMATION:**

A. This questionnaire: (check appropriate box)

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B. This position supervises: (provide position number(s) and position title(s) of employees supervised by this position. If no employees are supervised, indicate "None". Also include workstudy, temporary and volunteer positions.)

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C. Machines or equipment used by the position. Indicate hours during an average week that each piece of equipment is actually used. For most positions the combined total usage will seldom approach 40 hours:

	hrs		hrs		hrs
	hrs		hrs		hrs

D. Qualifications required in filling a future vacancy in this position. Keep the position in mind rather than the current or potential occupant.

	Required Qualifications	Preferred Qualifications
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Experience:		
Licenses and/or certifications:		
Special Knowledge, abilities and skills:		
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E. Does this position require driving for University business?     Yes     No

**III. STATEMENT OF RESPONSIBILITY:**

A. General Summary: Please summarize the general purpose, scope and responsibilities of this position:

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**IV. KNOWLEDGE, SKILLS, AND ABILITIES:** (KSA's) are the qualifications an individual needs in order to perform a job or the essential functions of the job.

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Additionally, please provide an explanation or example:

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If yes, please provide an explanation or example:

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If yes, please provide an explanation or example:

A combination of the duties stated above?  Yes  No

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**EXECUTIVE EXEMPTION:**

**Management:**

- Management duties include interviewing, selecting, and training of employees; setting and adjusting their rates of pay and hours of work; directing their work; maintaining their production or sales records for use in supervision or control; appraising their productivity and efficiency for the purpose of recommending promotions or other changes in their status; handling their complaints and grievances and disciplining them when necessary; planning the work; determining the techniques to be used; proportioning the work among the employees; determining the types of materials, supplies, machinery or tools to be used, or merchandise to be bought, stocked and sold; controlling the flow and distribution of materials or merchandise and supplies; providing for the safety of employees and property.
- Primary duty generally means the principle or most important duty the employee performs.

Is the employee's primary duty the management of a department or division?  Yes  No

If yes, please provide an explanation or example:

**Supervision:**

- Joint or shared supervision with another exempt employee is insufficient.
- Supervision only in the regular manager's absence is insufficient.

Do the employee's duties include the regular supervision of two or more full-time employees or the equivalent (at least two full-time subordinates each week)?  Yes  No

If yes, please provide an explanation or example:

Additionally, if yes, please make certain section B. under II. General Information is complete.

Does the employee have the authority to hire or fire assigned employees, or at least the responsibility to effectively recommend hiring, firing, advancement, promotion, or other change in assigned employee status?  Yes  No

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**VII. Certifications:**

I acknowledge by signing below, to the best of my knowledge, the information contained in this document accurately reflects the duties and responsibilities of this position. Additionally, I understand that if any changes are made to this position regarding its content, a new and accurate job description must be filled out and turned into Human Resources.

\_\_\_\_\_  
Date                      Signature of Employee

\_\_\_\_\_  
Date                      Signature of Immediate Supervisor                      Title

<b>For Human Resources Office Use Only:</b>	
<b>Exempt:</b> <b>Choose One</b>	<b>Position Title:</b>
<b>Position Class:</b>	<b>Position Class Title:</b>
<b>Approved By:</b>	<b>Date:</b>



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D. Other Skills and Abilities:

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\_\_\_\_\_  
Date                      Signature of Employee

\_\_\_\_\_  
Date                      Signature of Immediate Supervisor                      Title

<b>For Human Resources Office Use Only:</b>		
<b>Exempt:</b>	<b>Choose One</b>	<b>Position Title:</b>
<b>Position Class:</b>		<b>Position Class Title:</b>
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Table with 4 columns: Job Title, Department Name, Employee Name, Position #, Division Name, Salary/Hourly Rate

II. GENERAL INFORMATION:

A. This questionnaire: (check appropriate box)

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Empty text box for supervising employees

C. Machines or equipment used by the position. Indicate hours during an average week that each piece of equipment is actually used. For most positions the combined total usage will seldom approach 40 hours:

Table with 6 columns for recording equipment usage hours

D. Qualifications required in filling a future vacancy in this position. Keep the position in mind rather than the current or potential occupant.

Table with 3 columns: Required Qualifications, Preferred Qualifications, and rows for Education, Experience, Licenses, Special Knowledge, Other requirements

E. Does this position require driving for University business? Yes No

III. STATEMENT OF RESPONSIBILITY:

A. General Summary: Please summarize the general purpose, scope and responsibilities of this position:

Empty text box for general summary

**IV. KNOWLEDGE, SKILLS, AND ABILITIES:** (KSA's) are the qualifications an individual needs in order to perform a job or the essential functions of the job.

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- Primary duty generally means the principle or most important duty the employee performs.

Is the employee's primary duty the management of a department or division?  Yes  No

If yes, please provide an explanation or example:

**Supervision:**

- Joint or shared supervision with another exempt employee is insufficient.
- Supervision only in the regular manager's absence is insufficient.

Do the employee's duties include the regular supervision of two or more full-time employees or the equivalent (at least two full-time subordinates each week)?  Yes  No

If yes, please provide an explanation or example:

Additionally, if yes, please make certain section B. under II. General Information is complete.

Does the employee have the authority to hire or fire assigned employees, or at least the responsibility to effectively recommend hiring, firing, advancement, promotion, or other change in assigned employee status?  Yes  No

If yes, please provide an explanation or example:

**ADMINISTRATIVE EXEMPTION:**

**Fundamental nature:**

- Administrative operations of the business include advising management, planning, negotiating, representing the company, purchasing, promoting sales, and business research and control.
- Administrative duties do not include routine or structured tasks such as bookkeeping, data tabulation, or clerical duties.
- Administrative work must be of substantial importance to the management or operation of the business, such as work affecting the development of policies or responsibilities to execute or carry out policy.

Does the employee's primary duty consist of the performance of office or non-manual work directly related to management policies or general business operations of the employer or its customers, as opposed to work primarily involving production or sales of services?  Yes  No

If yes, please provide an explanation or example:

**Judgment:**

- The employee must exercise discretion and independent judgment with respect to matters of significance as opposed to daily routine decisions.
- Independent judgment and discretion involves the comparison and evaluation of possible courses of conduct and having the authority to make an independent choice, free from immediate direction with respect to matters of significance. It also does not include the use of manuals, guidelines or software packages to make determinations.
- The exercise of independent judgment and discretion does not include the use of skill in applying techniques, procedures, or specific standards.
- Discretion and independent judgment may be:

- making a decision to depart from prescribed standards or permitted tolerances;
  - making decisions that affect the operational policies of the employee’s department;
  - making decisions in connection with negotiations where the individual is given “reasonable latitude” in carrying on those discussions, which are binding on the employer;
  - formulating recommendations, even if management must review and accept the recommendation prior to implementation;
  - formulating or participating in the formulation of policy for the business unit; or
  - broad authority to commit the employer in substantial respects financially.
- Discretion and independent judgment is not:
- applying knowledge, following prescribed procedures or determining which procedures to follow;
  - determining whether specified standards have been satisfied, even if there is some leeway in reaching a conclusion;
  - performing inspection functions by following established techniques and procedures with skills acquired through special training or experience;
  - formulating recommendations based upon the development of facts concerning conformity with a known standard;
  - comparing items based upon established standards, known through experience or written manuals;
  - screening applicants or conducting interviews to determine satisfaction of certain minimum qualification;
  - making decisions that do not commit the employer in substantial respects financially or otherwise; or
  - negotiating settlements with policy holders where the individual is not given “reasonable latitude” in carrying on those negotiations.

Do the employee’s duties include work requiring the exercise of discretion and independent judgment?

Yes     No

If yes, please provide a detailed explanation and at least three examples:

**PROFESSIONAL EXEMPTION:**

**Education:**

- Knowledge for the job cannot be attained at the high school level.
- Knowledge must not be restricted to the mechanical arts.
- Requisite knowledge must be customarily acquired by a prolonged course of specialized intellectual study. In some subjects, however the specialized intellectual study may be acquired by the combination of intellectual study and work experience.
- Primary duty generally indicates that the principal and most important part of the job is pursuing the profession.

Does the employee’s primary duty consist of the performance of work requiring knowledge of an advanced type in a field of science or learning?       Yes       No

If yes, please provide an explanation or example:

**Judgment:**

- Please review the definitions of independent judgment under *Administrative Exemption*.

Do the employee’s duties include work requiring consistent exercise of discretion and independent judgment?

Yes     No

If yes, please provide a detailed explanation and at least three examples:

**VII. Certifications:**

I acknowledge by signing below, to the best of my knowledge, the information contained in this document accurately reflects the duties and responsibilities of this position. Additionally, I understand that if any changes are made to this position regarding its content, a new and accurate job description must be filled out and turned into Human Resources.

\_\_\_\_\_  
Date                      Signature of Employee

\_\_\_\_\_  
Date                      Signature of Immediate Supervisor                      Title

<b>For Human Resources Office Use Only:</b>	
<b>Exempt:</b> <b>Choose One</b>	<b>Position Title:</b>
<b>Position Class:</b>	<b>Position Class Title:</b>
<b>Approved By:</b>	<b>Date:</b>