MAYVILLE STATE UNIVERSITY

M601.7

Position Description Instructions
North Dakota University System

This Position Description should be completed cooperatively by the employee and supervisor unless the position is new or vacant, in which case it should be completed by the supervisor. **Call your institution's Human Resources/Personnel Office representative with questions**. This form is available as a Microsoft Word document.

It is important that the information is accurate since the Position Description is used for the following purposes:

    a). Job description;
    b). Job family/band assignment;
    c). Source document for recruitment;
    d). Source document for performance evaluations and employee development;
    e). Source document for workers compensation or disability accommodation issues.

When the following information is completed, submit to your institution's Human

Resources/Personnel Office, to initiate the job family/band assignment process.

_____ Completed detailed position description which accurately reflects the duties/responsibilities of the position.

_____ Cover memo/statement indicating:
    *The applicable reason:
    _____ New responsibilities have been added to the existing unit's mission/purpose and assigned to this position;
    _____ Significant amount of new responsibilities have been reassigned/changed to this position with no substantial change in the unit's mission/purpose;
    _____ Position is in a job family/ band which has been revised by the NDUS Human Resource Council.
    _____ Contact person for the process;

_____ Department (up to President) Organizational Chart representing reporting relationship used for the performance evaluations including each employee's:
    ____ Name
    ____ Functional Title
    ____ Position Number
    ____ Job Family Name/#

EXAMPLES

Position: Administrative Secretary II/#0000

Duty/Responsibility No: 1	Statement of duty/responsibility:
	Perform departmental receptionist responsibilities.

Percent of Time:	**For ADA compliance, see instruction.**
40%	Responsibility is: ■Essential Secondary (Please check one)

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):
1. Answer department telephone, relay information or transfer calls to appropriate individuals.
2. Greet visitors, answer questions and/or direct them to appropriate individual(s).
3. Handle daily mail and correspondence for department.

Duty/Responsibility No: 2	Statement of duty/responsibility:
	Perform departmental administrative activities.

Percent of Time:	**For ADA compliance, see instruction.**
45%	Responsibility is: ■Essential Secondary (Please check one)

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):
1. Compose routine correspondence for department chair.
2. Key instructional materials (tests, syllabi, handouts, class schedules) for department faculty.
3. Make travel arrangements for all departmental faculty.

Duty/Responsibility No: 3	Statement of duty/responsibility:
	Assist with department seminars.

Percent of Time:	**For ADA compliance, see instruction.**
13%	Responsibility is: Essential ■Secondary

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):
1. Work at registration table.
2. Assist in scheduling equipment, rooms, refreshments.
3. Handle participant's correspondence and registration materials as needed.

Duty/Responsibility No: 4	Statement of duty/responsibility:
	Work Safely.

Percent of Time:	**For ADA compliance, see instruction.**
2%	Responsibility is: ■Essential Secondary

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task):
1. Follow safety rules.
2. Help identify unsafe working conditions.
3. Stop co-workers who are working in an unsafe manner.