**WVU Research Corporation**

**Job Description Template**

**DATE: 9/16/20**

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| **Departmental/College Request:**  Review of Existing Position – if classification changes are  anticipated, please complete the justification form.    Conversion: Effective Date:  Change in weekly hours from to  Salary Review Only  Other (Check all that apply)  Organization change  New Organization Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor change  New Supervisor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  New Supervisor Position Title and Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Interim upgrade    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dean/Director/Administrator/Designee Signature Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Provost/VP/Designee Signature (if applicable) Date  ***Approvals/Signatures may be submitted by email*** | | **Compensation Results:**Working Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  SOC & Suffix: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Range: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_  Minimum 25th Midpoint 75th Maximum  Employee Current Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee New Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Change: \_\_\_\_\_\_\_\_ Effective Date/Pay Cycle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary Change Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Analyst Signature Date | | | | | |
| **CURRENT POSITION INFORMATION:** | | | | |  | |  |
| **Current Position Title and #:**  (Please copy title exactly as it appears in MAP)  **Organization Name:**  **Scheduled Hours Worked Per Week:**  **Physical Location:** | | | | **Finance Strategic Business Advisor:**  **Email address:**  **HR Partner:**  **Email address:** | | | |
| **SUPERVISOR INFORMATION:** | | |  | | | | |
| **Supervisor’s Name: fgfdg Supervisor’s E-mail Address:**  **Supervisor’s Telephone #: Supervisor’s E-mail Address:** |  | | | | | | |
|  |  | | | | | | |
| **EMPLOYEE INFORMATION:** |  | | | | | | |
| **Incumbent:** | **Employee #:** | | | | | | |
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| **POSITION ATTRIBUTES *(To be completed by Compensation):*** **EEOC Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employment Status: FT (30hpw or more) PT Temp (90 days or less)**  **WC Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FLSA Status:** **E** **NE**  **Audit Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Benefits Eligible (must work 30hpw or more): Yes No**  **CH MM DT FH DL Class(D E CDL)**  **Updates/Docs. Requested: ­­­­\_\_\_\_\_\_\_\_\_\_ Received: \_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |

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| **Duties and Responsibilities**  *List the current duties and responsibilities of the position. Indicate the average percentage of time spent performing each separate job duty throughout a 12 month period of time. Please list percentages of 5 percent or more. Describe what the duties and responsibilities are and how they are performed.* | |
| |  |  | | --- | --- | | **% of time** | **Duties and Responsibilities** | | |
| **QUALIFICATIONS**  *The knowledge, skills and abilities listed below are typically acquired through the levels of education and experience required of the position. However, any* e*quivalent combination of education and/or experience which provide an applicant with the listed knowledge, skills and abilities to perform the essential duties and responsibilities of the job is acceptable. (To be finalized by Talent & Culture.)*  **Education/Knowledge**   1. List the level and type of minimum education required to qualify for this position; not for the incumbent. | |
| * 1. What licenses or certification(s) (e.g. electrician’s license) if any, are requiredfor the position? Specifically state the reason for this licensor requirement (supervisor’s preference, state or federal law, etc.). | |
| 1. What specific skills are required in order to carry out the duties of the position? | |
| **Experience**  In addition to the education/knowledge, please describe the type and minimum amount of prior directlyrelated work experience typically required, if any, for a person coming into this position. Experience listed here is considered as concurrent not cumulative. | |
| Type of Experience Needed | Amount of Experienced Needed (Months/Years) |
| **Physical & Mental Demands & Physical Coordination**  *The physical and mental demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Example: (Must be able to lift, push or pull 50 pounds or use specific equipment and tools)*   |  |  | | --- | --- | | ***Physical Effort*** | ***How Often*** | |  |  | |  |  | |  |  | | |
| **ORGANIZATIONAL REPORTING RELATIONSHIPS** | |
| * + PLEASE ATTACH A FLOW CHART FOR YOUR ENTIRE DIVISION AND/OR DEPARTMENT TO THIS FORM. | |

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| **DISCLAIMER**  *This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the job description may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.*  *All requirements are subject to possible modification in order to provide a reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, students, other employees, or the general public.* |
| **EMPLOYEE GENERAL COMMENTS**  *Employee may add other information which would be important in understanding the position description and which has not been covered in other sections of this form.*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee’s Signature Date |
| **SUPERVISOR COMMENT SECTION**  *As a supervisor, it is important that you review this position description for accuracy and completeness and note any comments you may have next to the employee’s responses and please initial. The space provided is for general remarks you may have. This position description is intended solely for the purpose of accurately describing the position and not the person or her/his performance.*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Supervisor’s Signature Date |

**Position Review Justification Form**

***This form should be submitted along with the job description and resume.***

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The position supervisor should complete this form when submitting a job description where a change in the incumbent’s salary and/or reclassification of the position is anticipated. This justification form is not needed if there are no anticipated changes to the position or salary.

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1. Briefly explain how this position has changed, giving concrete examples of the changes (please note that the job description should more fully explain this information in detail):
2. When were the new duties assigned or the duty changes made?
3. Please note the position title and/or salary/paygrade you are anticipating for this submitted job description:
4. Do you know of or are you aware of any other positions or employees assigned/performing work similar to that of this position in its new description? If so, please list position titles or names of incumbents: