

POSITION DESCRIPTION

Department of Human Resources
530 Administration Building
1000 Hilltop Circle
Baltimore, Maryland 21250
410-455-2337

SECTION I: IDENTIFYING INFORMATION

Position Number: _____

Current Incumbent: _____

If Vacant, Previous Incumbent: _____

Department: _____ **Division:** _____

Campus Location: _____

Current Classification Title: _____

Internal Title (if different): _____

Position Status: Regular Funded Grant Funded Contingent II

Overtime Status: Exempt Non-Exempt

Schedule: Full-Time Part-Time (percent employed _____%)

Shift: Day Evening Night Rotating

Collective Bargaining Status: Eligible Ineligible

SECTION II: MAIN PURPOSE OF POSITION

Please summarize the general nature and purpose of the position briefly below. Describe in concise terms how the position relates to the mission of the department.

SECTION III: DESCRIPTION OF DUTIES

Please describe in detail the duties assigned to the position and indicate the approximate percentage of time each is performed in the course of a typical month. Begin each statement with a verb (e.g., types, composes, develops) and be specific in explaining what is done and how.

% of Time Duties

SECTION IV: DECISIONS AND RECOMMENDATIONS

Please describe the major decisions and recommendations made by this position in carrying out its assigned job duties.

SECTION V: CONTACTS

Please list the persons or organizations with whom this position will have contact (both internal and external to UMBC), and the nature and frequency of such contacts.

SECTION VI: PHYSICAL REQUIREMENTS

Please list any unusual physical requirements of this position, such as lifting (specify pounds), stooping, crawling, bending, running, or long periods of standing/walking.

SECTION VII: EQUIPMENT USED

Please list the equipment that this position will employ in the performance of its duties. Include machines, tools, and chemicals, if applicable.

SECTION VIII: SUPERVISION EXERCISED

Please list below those employees that this position will directly supervise or lead in the performance of its duties. Include vacant positions as well. Note:

- A supervisor assigns and reviews the work of the subordinate, provides training and motivation, signs timesheets and leave requests, conducts and signs performance appraisals, and issues discipline/counseling if necessary.
- A lead worker assigns and reviews the work of the subordinate and provides training/motivation.
- Status refers to whether the position is regular, contingent II, contingent I, or student.

<u>Name</u>	<u>Job Title</u>	<u>Supervise/Lead</u>	<u>Status</u>
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SECTION IX: EMPLOYEE REQUIREMENTS

Please list the minimum requirements necessary to perform the duties of this position in the following areas:

Education (describe specific types of degrees, if applicable):

Experience (describe type of experience and number of years):

Licenses/Certifications:

SECTION X: SIGNATURES

The signatures below indicate that the employee has received and read this document, and that the supervisors certify the accuracy of its contents.

	Name	Title	Signature	Date
Employee				
Immediate Supervisor				
Department Head				
Division Head				

*Human Resources
August 2003*