



PCN:

Position Information		
EMPLOYEE NAME (if occupied)	CURRENT WORKING TITLE	CURRENT SYSTEM TITLE
DEPARTMENT NAME AND ADDRESS	PHONE NUMBER/EMAIL ADDRESS	
SUPERVISOR NAME	SUPERVISOR PHONE/EMAIL ADDRESS	

Position Status		
<input type="checkbox"/> Occupied	<input type="checkbox"/> Vacant (replacement)	<input type="checkbox"/> New

Peer Positions (Peer positions can be in any department/campus)	
Peer Position #1 Title	Peer Position #1 Department/MAU
Peer Position #2 Title	Peer Position #2 Department/MAU
Peer Position #3 Title	Peer Position #3 Department/MAU
Peer Position #4 Title	Peer Position #4 Department/MAU

Signatures	
EMPLOYEE SIGNATURE (If Applicable)	DATE
SUPERVISOR SIGNATURE	DATE
DEPARTMENT HEAD SIGNATURE	DATE
HR DEPARTMENT SIGNATURE	DATE
Job Family and Level (Office use Only)	

***** PLEASE ATTACH AN ORGANIZATION CHART *****



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Job Description (Please attach an Organization Chart)

% of time	List primary duties of the position in order of importance. Be specific. For each duty indicate the average percent of time over the course of a year. Total should equal 100%.



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Position Scope/Complexity

Check (v) the phrase(s) that best describe the primary functioning of this position:

- Analyzes and resolves significant problems.
- Problem resolution requires considerable analysis of multiple components or conflicting issues.
- Applies broad understanding of program, organization, system and/or client needs to resolve highly complex problems.
- Identifies new services and opportunities for process improvement.
- Independently evaluates and meets complex organizational, program or system needs in assigned area.
- Specialist or expert resource.
- Serves as a strategic advisor.
- Is a team or project leader.
- Develops long-range strategic plans.
- Plans and directs activities/functions for multiple operations, programs or projects.
- Projects typically impact critical programs, operations, systems, major work groups, or multiple functional areas.
- Authorized to commit the program or organization to projects/expenditures within well-defined guidelines.
- Authorized to commit the program or organization to major expenditures or obligations.
- Interprets and applies complex rules and regulations. List:

THESE SECTIONS TO BE COMPLETED BY SUPERVISOR OF POSITION

Knowledge/Skills/Abilities

Describe specific knowledge, skills and abilities **required** for this position.

Describe the typical level/type of education or training **required** for this position (including licenses).



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Describe the typical length of time and type of experience **required** for this position.

Describe any other special skills/knowledge **required** for this position (e.g. additional training, heavy lifting or traveling).

Describe any **preferred** knowledge, skills or abilities for this position.

Type of Supervision Given to this Position: Check (v) the type of supervision given.

- Direct Supervision:** The supervisor gives specific instructions on all assignments. Work is reviewed for completeness and accuracy, or the employee performs tasks which provide inherent checks built into the nature of the work.
- General Supervision:** The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priorities. Additional, specific instructions are given for new, difficult, or unusual assignments. The employee uses initiative in carrying out recurring assignments. The supervisor assures that the work is technically accurate and in compliance with instructions or established procedures.
- Intermittent Supervision:** The supervisor makes assignments by defining objectives, priorities and deadlines, and assists the employee with unusual situations that do not have clear objectives. The employee plans and carries out successive steps and resolves problems and deviations in accordance with instructions, policies, and accepted practices. The supervisor reviews the work for technical adequacy and conformance with practice and policy.
- Administrative Supervision:** The supervisor sets the overall objectives and resources available. Supervisor and employee, in consultation, develop deadlines, projects, and work to be done. The employee plans and carries out the assignment, resolves most of the conflicts, coordinates work with others and interprets policy on own initiative. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications.
- General Direction:** Assignments are made in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy and practice.
- Long-Range Administrative Direction:** The employee generally proceeds independently in accordance with general plans, policies and purposes of the department. Results of work are considered technically authoritative and are normally accepted without significant change.



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Independence

List specific decisions made by this position (e.g. budget, staffing, administrative, operational and/or technical). Specify *only* those decisions made without obtaining a supervisor's approval. Do not include decisions referred to others (e.g. supervisor) or those governed by regulations or written procedures.

Other Information

Please provide any other information necessary to describe this position.



UNIVERSITY
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POSITION DESCRIPTION FORM