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Page 10 of 13

## Job Analysis Form

**Instructions:** This form should be completed by the Supervisor and Human Resources.

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Reports to: \_\_\_\_\_

- 1. Basic Functions and Scope of Job:** Please provide a brief summary of the main purpose of this job and the prime reason for its existence. State briefly the scope of the job. Include quantitative data when possible.
- 2. Work Performed: Describe in detail** the duties performed. State specifically what is done, and explain why and how. State the frequency of the duties performed.
- 3. Work Contacts:** The extent to **which the position** requires the ability to gain cooperation, persuade, and influence other people. Indicate the level, frequency, difficulty, and importance of work contacts.

*For each item provide the: 1) the contact frequency, 2) purpose of the contact, 3) means of contact (e.g. telephone, computer, face-to-face).*

Immediate Peers

Peers in other departments

Immediate Manager

Managers in other departments

Executives

Customers

Other (specify)

- 4. Decision-Making Authority:** Indicate level of discretion or authority allowed under University policies, procedures, and practices.

*Indicate from the list below the: 1) type of assignment and 2) extent of supervision received:*



Works according to detailed instructions, works under immediate, close supervision

Works according to standard instructions, work is subject to detailed, regular checks

Works according to well-defined procedures, completed work is checked during work cycle

Works according to established procedures, supervisor spot-checks completed work

Determines work method from alternative, completed work subject to subsequent review existing method

Devises work methods according to general review by department head directives

Works under broad assignment, general review by senior management

*Specify nature of assignments: Examples:*

- 5. Supervisory responsibility:** Extent to which employee controls, directs, or is accountable for work of others.

*For this position provide the number and titles of employees supervised:*

- 6. Physical Effort:** Amount of physical exertion expended in handling materials, tools, operating machines or equipment. Identify tools, equipment, machinery, materials handled. Indicate % of work time involved.

*Tools % of time used*



Equipment

Machinery

Materials' Weight

*% of time in position*

Walking

Standing

Lifting

Climbing

Pulling

Pushing

Cramped or confined space

Sitting

**7. Work Conditions:** Degree of exposure to work conditions.

*Condition % of time*

Dirt

Heat

Fumes

Smoke

Water

Noise

Vibration

Grease, Oil

Dust, Shavings

Office Environment



**8. Education and Training Required:** Minimum academic, commercial, and technical qualifications needed for performing duties of job.

- High School Diploma/GED
- Two-year college (Associate's Degree)
- Trade or Technical School (Certificate or diploma)
- Four-year college (Bachelor's Degree)
- Graduate (Master's Degree, JD, or Ph.D.)
- Certification (CPA, SPHR, etc.)

**9. Years of Experience:** Minimum previous experience required for performing duties of job.

- 0-1
- 2-3
- 4-5
- 6-more

**10. Other requirements:** Please list any required for performing duties of job.

Languages

Office or other equipment

License