Classified Staff Position Description

***NOTE***: *Classified Staff Position Descriptions must align with the job specs are documented on HR Compensation webpage:* [*https://hr.uw.edu/comp/classified-staff/job-profile-list/*](https://hr.uw.edu/comp/classified-staff/job-profile-list/)

|  |  |
| --- | --- |
| **Employee Name:**  | *If this is a recruitment, enter “VACANT”* |
| **Job Title/Job Code:** | *Leave blank if unknown* |
| **Supervisor Name:** |  |
| **Supervisor Payroll Title:** |  |
| **Position #:** | *Leave blank if new position* |
| **Position % FTE:** |  |
| **Representative Group:** | *Enter union name or leave blank if unknown* |
| **Department/Unit:** |  |

Position Purpose

*Outline the basic functions of this position and distinguishing characteristics*

Duties & Responsibilities

*Fully detail the typical work for this position, grouped by functional area*

Functional Area (%)

* Description of duties
* Description of duties

# Required Qualifications

*These are defined directly by the job specs on HR Comp’s website:* [*https://hr.uw.edu/comp/classified-staff/job-profile-list/*](https://hr.uw.edu/comp/classified-staff/job-profile-list/)*)*

# Desired Qualifications