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### PROFESSIONAL STAFF POSITION DESCRIPTION FORM

**For instructions on completing this form in MS Word see:** <http://www.washington.edu/admin/hr/forms/instructions.html>

Please provide the following information for the position to be reviewed or recruited for. It is important that all sections be completed. The boxes will expand as necessary to accommodate all information. Instructions for completing this form are at:  
http://www.uw.edu/admin/hr/forms/comp/prostaff/reviews/positiondescript-instr.pdf

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| POSITION IDENTIFIERS | | | | |
| Proposed Payroll Title (not working title): | Home Department: | Major Organization: | | Position #: |
| Manager’s Name: | Manager’s Payroll Title: | | Creation/Revision Date:    /  / | |
| current employee information (Enter “Vacant” if a Recruitment) | | | | |
| Employee Name: | Employee ID Number (EID):     -   - | | Current Payroll Title (not working title): | |
|  | | | | |
| Position Purpose, Complexities, Dimensions, and Impact to the University | | | | |
| Position Purpose: | | | | |
| Position Complexities: | | | | |
| Position Dimensions and Impact to the University: | | | | |
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| Position responsibilities | | | | |
| Duties & Responsibilities: (Identify the percent time spent on each major duty, listed in decreasing order of importance. The total job duties must equal 100% regardless of position’s % FTE. ) | | | | |
| Lead Responsibilities: | | | | |
| Supervisory Responsibilities: | | | | |
|  | | | | |
| position qualifications | | | | |
| Required qualification – Minimum education this position requires  Associate Degree in      .  Bachelor’s Degree in      .  Master’s Degree in      .  Professional Degree (specify required degree)      .  Doctoral Degree in      .  Professional Certification or License (specify required certification or license)      .  Can equivalent experience substitute for degree requirement? Yes No | | | | |
| Required qualification – Minimum work experience (number of years and type of experience):  One year or less  Two to three years  Four to five years  Six to eight years  Nine or more years  Specify the type of experience required: | | | | |
| Desired – Education, work experience: Describe education and/or work experience beyond the minimums that would be ‘desirable’ but not required to satisfactorily perform the position’s duties and responsibilities. | | | | |

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| working environmental conditions |
|  |
| other comments |
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| contacts/interactions | | |
| Identify this **position’s significant person-to-person work relationships or contacts** (e.g., contact with the President, not the President’s secretary). Briefly describe the purpose of the contact, AND indicate the frequency of the contact. | | |
| **Position will have direct contact with:**  **(check all that apply):** | **Purpose of each contact checked:** | **Frequency of contact:** |
| Institutional Officers:  Regents  President  Executive Vice President & Provost |  | Daily to Weekly  Weekly to Monthly  Less than Monthly  None |
| Major Leaders  Vice Presidents  Vice Provosts  Deans  Heads of Major Org. Departments  Medical Center Exec Dir./COO |  | Daily to Weekly  Weekly to Monthly  Less than Monthly  None |
| Other Employees  Department Chair  Faculty  Other Staff Members  Student Employees |  | Daily to Weekly  Weekly to Monthly  Less than Monthly  None |
| Students:  Teaching  Counseling  Other |  | Daily to Weekly  Weekly to Monthly  Less than Monthly  None |
| Patients  Customers |  | Daily to Weekly  Weekly to Monthly  Less than Monthly  None |
| Outside Institutions / Organizations  Other (please specify): |  | Daily to Weekly  Weekly to Monthly  Less than Monthly  None |
| Vendors  Suppliers |  | Daily to Weekly  Weekly to Monthly  Less than Monthly  None |
| General Public |  | Daily to Weekly  Weekly to Monthly  Less than Monthly  None |
| Others (specify): |  | Daily to Weekly  Weekly to Monthly  Less than Monthly  None |

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| --- | --- | --- | --- | --- | --- |
| organization chart | | | | | |
| this position | | | | | |
| Proposed payroll title for this position: | | | | | |
| managers | | | | | |
| Position’s manager: name: | | | Payroll Title: | | |
| Manager’s manager name: | | | Payroll Title: | | |
|  | | | | | |
| Other Positions Reporting to This Position’s Manager | | | | | |
| Name: | | | Payroll Title: | | |
| Name: | | | Payroll Title: | | |
| Name: | | | Payroll Title: | | |
| Name: | | | Payroll Title: | | |
|  | | | | | |
| subordinates | | | | | |
| **A.** | | | | **B.** | **C.** |
| Employees Directly Supervised by This Position | | | | Headcount of Positions Reporting to Column A Position. | Total FTE of Positions Reported in Column B. |
| Name: | Payroll Title: | Position % FTE | |  |  |
|  |  | % | |  |  |
|  |  | % | |  |  |
|  |  | % | |  |  |
|  |  | % | |  |  |
|  |  | % | |  |  |
|  |  | % | |  |  |
|  |  | % | |  |  |
|  |  | % | |  |  |
|  | | **Total %** | | **Total** | **Total** |
|  | | 0.00 % | | 0 | 0.00 |