**Exempt Employee Position Description**

**Required Template**

This template provides the categories of information that are required to be included in position descriptions for exempt employees along with an explanation of the information that is required to be included in each category. The Essential Function analysis will be reviewed and updated in conjunction with Position Description.

|  |  |  |
| --- | --- | --- |
| Position Title | |  |
| Working Title, if applicable | |  |
| Position Number | |  |
| Division | |  |
| Reports to *(Title of Supervisor not Name)* | |  |
| Physical Work Location *(i.e., Cheney, Catalyst, SIERR, remote, etc.)* | |  |
| Work hours *(i.e., Monday-Friday 8 to 5, weekends, evenings, special shifts, etc.)* | |  |
| Position Summary | | |
| *Provide a general description of the position, why the position exists, and what the job is to accomplish. This section should generally be relatively brief, around 4 to 6 sentences at the maximum.* | | |
|  | | |
| Duties and Responsibilities | | |
| *List the primary responsibilities of the position, then add bullet points listing the specific duties that are required to meet those responsibilities. Note: if you have multiple individuals in the same position, there will be one description for that position. Also, identify the percentage of effort that will be dedicated to those primary duties and responsibilities. If this position is part of a group of levels, (i.e. Advisor 1, Advisor 2) be sure to differentiate the responsibilities and duties between each level. When describing the duties of the position, please identify to the extent relevant, responsibilities related to compliance, level of oversight, level of responsibility and impact on end results, and reporting responsibilities of a program/department if the exempt employee is responsible for the program/department.* | | |
| Percentage of Effort  (Total of 100%) | Responsibility/Duty  (Typically positions will include 6 to 8 responsibilities/duties, but there may be more or less depending on complexity of position) | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
| Qualifications | | |
| *Identify the qualifications that are required for the position. These are the qualifications that an individual must have to be considered for the position. Qualifications will include requirements, if applicable, in the following areas:*   * *Education* * *Special knowledge* * *Skills* * *Professional Certificates* * *Licenses* * *Experience* | | |
|  | | |
| Supervisory/Managerial Responsibilities and Direct Reports, if applicable | | |
| *List by job title any positions supervised by the position, and describe the type and level of supervisory responsibilities. Additionally, identify the number of positions supervised by direct reports to this position.* | | |
|  | | |
| Budgetary Responsibilities, if applicable | | |
| *Describe level of budget, sources of revenue, and other relevant information.* | | |
|  | | |

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Date

Reviewed by: ­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date