

POSITION DESCRIPTION (JAQ) AND POSTING INFORMATION

* = required field

ACTION REQUESTED

*Type of Action Requested			
Position Request: <input type="text" value="Please select"/>	With or Without Posting: <input type="text" value="Please select"/>	Position # (if re-eval or update):	
*Organizational Unit			
Area: <input type="text" value="Please select"/>	Division: <input type="text" value="Please select"/>	Dept. Name:	Dept. Number:

GENERAL INFORMATION

Department Contact Information			
*Position Coordinator(s) (those entered will have access to the position description form)			
Supervisor(s) (enter the name(s) of the employee(s) this position reports to)			
*Immediate Supervisor Name:	Official Title:		
Position Number:	Phone Number:	Email:	
Primary Department Contact Name:		Phone Number:	
*Responsible Search Coordinator(s) (those entered will have access to the job posting & application information)			

Budget Information

*Organizational Unit:	
*Primary Funding Source Name:	*Cost Center Number:
*Pre-Employment Screening Billing Cost Center Number (enter cost center number to be used to pay for applicable pre-employment screening - National Background Check and/or Drug Screen)	
Proposed Salary (minus benefits): \$	

Position Information

If the duties of this position are similar to others, please provide the position number(s) and/or title(s)	
*Number of Hours Worked Per Week:	*Out of How Many Hours: <input type="text" value="Please select"/>
*FTE of Position (position's FT/PT status – i.e. if FT at 40 hrs/wk enter 100, if PT at 20 hrs/wk enter 50, etc.)	
*Number of Months Worked Per Year:	
*Patient Contact: <input type="text" value="Please select"/>	
*Does this position have supervisory responsibilities? Supervisory responsibilities include, but aren't limited to hiring, firing, coaching of employees (regular, temporary, student, etc.). If this position requires supervision, select "Yes". It is mandatory individuals hired into a position with supervision responsibilities attend SuperVision courses. <input type="text" value="Please Select"/>	

***Provide a brief justification for this request including the budget impact:**

Action Number (will be assigned in the IES upon first saving of position)

Posting Information

***Job Title:**

Working Title:

Job Category: Please select

Work Location:

On/Off Campus: Please select

Position Time Status: Please select

***Physical Requirements:** List the physical requirements of the position (i.e. lifting, pushing, or pulling of objects up to 50 lbs., sitting for long periods of time, etc.). It is important to let applicants know what the physical requirements are for the position.

***Shift:** Shift + total hours worked/week - i.e. Monday - Friday 8:30am - 5:00pm (37.5 hrs/wk). Highlight overtime, holiday, and other shift requirements.

***Would you like to advertise for this position?** HR Employment is available to assist with coordinating external advertising outside of UK's on-line employment system. Various targeted advertising options (i.e. online, print, etc.) are available. If you are interested in additional advertising, select "Yes", and we will contact you to discuss an advertising plan.

Please select

***Would you like a behavior based interview guide customized for this position?** Behavior Based Interviewing is a legally credible and successful interviewing technique that is used across the University. HR Employment can provide customized phone, in-person, and reference check guides. Please select YES if this is a service you would like us to provide.

Please select

Position Access

***Driving Responsibilities**

☐ Golf/Utility Carts Only

☐ Any Vehicle – Regular Job Duty

☐ Vehicle Requiring CDL

☐ Any Vehicle – Occasional Use (conferences, career fairs, etc.)

☐ Transporting Passengers

☐ Not Applicable

☐ Any Vehicle

***Healthcare Access**

☐ Indirect Access to Patient Room/Belongings

☐ Access to Children or Incapacitated Individuals

☐ Direct Access to Patient Room/Belongings

☐ Not Applicable

☐ Access to Prescription Drugs

***Access to Confidential Information**

☐ Patient Records

☐ Employee Information (date of birth, ssn, etc.)

☐ Academic Records

☐ Research Information

☐ Financial Information

☐ Not Applicable

***Financial Responsibilities**

☐ Handle Cash

☐ Processing Medicare/Medicaid

☐ Budget/Procard Responsibilities

☐ Not Applicable

☐ Accounts Receivable / Payable Responsibilities

***Access to Master Keys**

☐ University Buildings

☐ Residences

☐ UK HealthCare

☐ Not Applicable

***Miscellaneous**

☐ Access to Weapons

☐ Perform Research

☐ Not Applicable

MAJOR JOB RESPONSIBILITIES (MJRs)

List this job's key responsibilities in order of importance. At least three major job responsibilities (MJRs) are required. Most jobs have three to five MJRs. Please specify the approximate percentage of time spent on each. MJRs are typically only one to two words. For example:

Major Job Responsibility: (one line description of responsibility)	Records/forms
Essential Functions: (details major job responsibility)	Prepares IDIVs, DAVs; maintains personnel records/correspondence files.
Competencies/Skills:	Planning and organizing, dependability and attention to detail
Percent of Time:	30

If this position has supervisory responsibilities, please list them in a separate MJR. A sample MJR is provided as an example of possible wording. However, the MJR should accurately describe the position's responsibilities.

Major Job Responsibility:	Provides Strategic Leadership of Human and Capital Resources
Essential Functions:	Uses best practices such as behavior based interview techniques, interviews applicants for vacant positions and selects best candidates. Develops staff through effective coaching/counseling, reinforces University's core competencies. Collaborates with Employee Relations and applies appropriate, consistent corrective action. Provides direct reports with performance and behavior related feedback, negative and positive, daily. Completes PEs at least annually. Fosters communication through regular staff meetings. Ensures compliance with UK policies and procedures, and federal, state, and local regulations. Constantly monitors work environment for improvement opportunities and implements improvement initiatives.

1	*Major Job Responsibility:	
	Essential Functions:	
	Competencies/Skills:	
	Percent of Time:	%

2	*Major Job Responsibility:	
	Essential Functions:	
	Competencies/Skills:	
	Percent of Time:	%

3	*Major Job Responsibility:	
	Essential Functions:	
	Competencies/Skills:	
	Percent of Time:	%

4	Major Job Responsibility:	
	Essential Functions:	
	Competencies/Skills:	
	Percent of Time:	%

5	Major Job Responsibility:	
	Essential Functions:	
	Competencies/Skills:	
	Percent of Time:	%

	TOTAL %:	100%
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Job Summary for Job Posting

*Job Summary (This summary will be used for the UK Jobs website and/or other advertising.)

POSTING SPECIFIC QUESTIONS FOR JOB POSTING

Posting Specific Questions for Job Posting

Posting Specific Questions are optional screening questions that can be created to gather additional information from your candidates. There are two types of questions:

- Open-ended questions – short or long text answers
- Closed-ended questions – multiple choice answers

The IES system provides the options to:

- Add New Posting Questions
- Add Existing Posting Questions
- Assign Points or Disqualifying Responses

Optional - If posting this position, please list posting specific questions below (*HR recommends adding no more than 5 questions per job*):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

POSITION QUALIFICATIONS

Question 1: Education/Experience

Please note this information will be used to help classify the position and determine minimum requirements, modifications may occur.

*What is the minimum formal education level required to do this job?

- ☐ Less than High School
- ☐ High School/GED
- ☐ Technical/Skills Training
- ☐ Technical Diploma

- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctoral Degree

Please list any specific degree requirements:

*What is the minimum job-related experience required to do this job?

- ☐ No Experience Required
- ☐ Six months or less
- ☐ More than six months but less than one year
- ☐ One year
- ☐ Two years
- ☐ Three years
- ☐ Four years

- ☐ Five years
- ☐ Six years
- ☐ Seven years
- ☐ Eight years
- ☐ Nine years
- ☐ Ten years
- ☐ More than ten years

Preferred Education / Experience: Once position is classified, minimum requirements will be listed on the job posting. Please list department's preferred education and experience since this will be included on actual job posting.

Please list any specific skill sets which may be required to perform the duties of the position (i.e., MS Windows, Excel, etc.)

Question 2: License / Registration / Certification

*Are any of the following required to do this job at UK? (select all that apply)

- | | |
|--|--|
| <input type="checkbox"/> None | <input type="checkbox"/> Certification |
| <input type="checkbox"/> Eligibility for Professional License, Registration or Certification | <input type="checkbox"/> Driver's License |
| <input type="checkbox"/> Professional License | <input type="checkbox"/> Commercial Driver's License |
| <input type="checkbox"/> Registration | |

*Please specify required professional license(s), registration(s), and/or certification(s), if applicable

Question 3: Knowledge and Skills

*Which of the following best describes the minimum knowledge and skill(s) required to perform this job? (select one)

- ☐ Basic (reading, writing, math, etc.)
- ☐ General office (maintain records/files, customer service, basic computer navigation, etc.)
- ☐ Craftsmanship (carpentry, electrical, welding, machinery operation, etc.)
- ☐ Advanced office (computer applications, office management, database management/reporting, etc.)
- ☐ Technical - typical of an Associate's degree (drafting, computer operations, basic healthcare licensed professionals, etc.)
- ☐ Professional - typical of a Bachelor's degree (accounting, information systems, academic advising, research, etc.)
- ☐ Professional healthcare - typical of a Bachelor's degree (registered nurse, physician's assistant, medical technologist, etc.)
- ☐ Advanced research - typical of a Master's or Doctorate degree
- ☐ Leadership/administration - typical of a Bachelor's or advanced degree plus several years of professional experience
- ☐ Leadership/administration in two or more areas - typical of an advanced degree plus several years of professional experience

Question 4: Problem Solving

*Which of the following best describes the level of problem solving required to do this job? (select one)

- ☐ Refers problems to supervisor. Provides input to help solve problems. Follows established policies/procedures.
- ☐ Solves routine problems. Refers complex problems to supervisor - may recommend solutions. Effectively manages resources.
- ☐ Solves complex/non-routine problems. May suggest policies/procedures changes. Proactively addresses future problems.
- ☐ Solves highest level problems. Proactively evaluate policies/procedures to meet customers' needs. Maintain regulatory compliance.

Question 5: Independent Action / Judgment / Analytical Skills

*Which of the following best describes the extent of independent action, judgment, and analytical skills required to do this job? (select one)

- ☐ Occasional basic decision making. Collects/compiles/organizes information per standards. Limited analysis of information.
- ☐ Routine decision making - referring unusual situation to supervisor. Analyzes information/situation per standards.
- ☐ Complex decision making - rarely consulting leadership. Consistently analyzes and modifies established standards.
- ☐ Complex decision making and analysis. Responsible for identification/implementation of change resulting from decisions.

Question 6: Resource and Employee Management

*What is the job's assigned responsibility for managing key resources and/or employees?

(select all that apply)

- ☐ Not applicable
- ☐ Manages computer system
- ☐ Manages projects/grants
- ☐ Manages facilities/equipment
- ☐ Manages vendors (i.e. RFPs, contract accountability)
- ☐ Manages employees (i.e. hiring, firing, disciplinary action)
- ☐ Manages single work unit/departments
- ☐ Manages multiple work units/departments

Question 7: Supervision

*How many employees (including regular, temporary, student) does this job either directly (reporting directly to this position) or indirectly (reporting through this position's direct reports) supervise?

*Directly: _____

*Indirectly: _____

*Total: _____

*Please list the official job title(s), number of employees, and type of employees this job **DIRECTLY** supervises. If there are no employees this job supervises, then enter the following values on the first line:

Employee Job Title: None Number of Employees: 0 Type: ☐ Regular ☐ Temporary ☐ Student ☒ None

Employee Job Title: _____ Number of Employees: _____ Type: ☐ Regular ☐ Temporary ☐ Student ☐ None

Employee Job Title: _____ Number of Employees: _____ Type: ☐ Regular ☐ Temporary ☐ Student ☐ None

Employee Job Title: _____ Number of Employees: _____ Type: ☐ Regular ☐ Temporary ☐ Student ☐ None

Employee Job Title: _____ Number of Employees: _____ Type: ☐ Regular ☐ Temporary ☐ Student ☐ None

Question 8: Policy and Procedure Development

*What responsibility does this job have for developing policies and procedures?

(select all that apply)

- ☐ No role.
- ☐ Participates in the development of policies and procedures for work unit/department.
- ☐ Reviews and recommends modifications to policies and procedures for work unit/department.
- ☐ Develops and initiates policies and procedures for work unit/department.
- ☐ Participates in the development of policies and procedures for the University.
- ☐ Reviews and recommends modifications to policies and procedures for the University.
- ☐ Develops and initiates policies and procedures for the University.

Question 9: Budget Monitoring, Planning and Management

*Budget Definitions

- Monitoring – maintain, review, and/or approve expense/revenue documents, reconcile ledger sheets, generate reports, etc.
- Planning – project future expense/revenue, forecast budget amounts, determine billing rates, etc.
- Management – Prioritize and allocate expense / revenue dollars among projects/departments, adjust expense/projected revenue based on need, etc.

	N/A	Monitoring	Planning	Management
\$0	<input type="checkbox"/>			
\$1 - \$99,999		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$100,000 - \$499,999		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$500,000 - \$999,999		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$1,000,000 - \$4,999,999		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$5,000,000 - \$9,999,999		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
\$10,000,000 - \$50,000,000		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over \$50,000,000		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Question 10: Occupational / Physical Risk

*How often does this job require exposure to or completion of the following?

	Never	Occasional (<10%)	Intermittent (10%-50%)	Regular (> 50%)
A. Lifting, pushing, and/or pulling objects up to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Lifting, pushing, and/or pulling objects over to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Standing or walking with objects up to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Standing or walking with objects up to 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Sitting at computer workstation for extended periods including data entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Risk of back injury for moving, lifting or positioning patients, equipment, or materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Repetitive motion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Working at heights above 4 feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Working in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Risk of injuries from use of equipment on the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Job-related travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Loud noises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Hazardous chemicals and fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. Temperature extremes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. Radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P. Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q. Cuts/Punctures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R. Bloodborne/airborne pathogens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Recombinant DNA or viral vectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T. Combative/violent people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U. Animal handling (including carcasses)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
V. Please specify other(s) and amount of exposure (ie. Occasional, Intermittent or Regular)				