

## Guidelines for Completing the Professional Staff Position Description Form

This document describes the type of information requested on the Professional Staff Position Description form.

### Position Purpose

Describe briefly why the position exists and how it fits into the unit's overall operations.

- Summarize the responsibilities that best demonstrate the nature and level of work performed by the position.
- Include information about those functions that are consistent with one or more of the the professional staff exemption criteria (<http://www.washington.edu/admin/hr/polproc/prostaff/appA.html>). e.g., if the position is responsible for the management of a program, identify the program; if the position reports to an executive head, name the executive head.

### Position Complexities

Describe briefly the most demanding or difficult aspects of the position, taking into consideration:

- The most difficult decisions, recommendations, or judgments which are made and the information/data used to make them.
- The responsibility for developing and/or applying new approaches, methods, or techniques.
- The unique aspects of the position that add complexity such as supervision of employees located remotely (e.g. international locations, etc.).

### Position Dimensions and Impact to the University

- Describe this position's impact on its work unit, department, program or project, and the University as a whole.
- Describe how the position supports the University's primary objectives - education, research and community service.
- Provide information that indicates the magnitude of the position's impact, such as:
  - Number and size of budget(s) the position is responsible for developing or overseeing
  - Number of students or customers for whom the position provides services; and
  - Services provided to outside higher education institutions, communities or groups.

### Position Responsibilities

**Duties & Responsibilities:** List all major or critical duties, including those performed infrequently that are important to the position's function. Exclude minor or incidental tasks. Understanding the job duties performed and percent time devoted to them is key to the Compensation Office being able to properly evaluate the position.

#### Responsibility Description Examples

Less Helpful Example	More Helpful Example
Coordinates data collection activities. (20% of time)	Oversees data collection operations of Dr. Smith's research center. Designs data collection protocols and develops data collection tools. Supervises three Research Study Coordinator Assistants who collect data. Reviews data collected and ensures it meets research study standards. (20% of time)
Manages staff. (10% of time)	Interviews and hires staff, assigns and reviews work, conducts annual performance reviews, and takes corrective action, up to and through termination, as needed. (10% of time)

**Lead responsibilities:** If the position assigns and directs the work of others, reviews work assignments, provides performance evaluation input, and/or provides hiring or corrective action input but does not have full supervisory responsibilities as described below

**Supervisory responsibilities:** Describe the position's responsibilities for supervising staff. Supervision means that a position has the following responsibilities:

- Assigning, evaluating and monitoring work completed by subordinates
- Making hiring decisions to fill new and or vacant positions.
- Training employees and conducting their job performance reviews
- Assigning work hours
- Having the authority to take or to effectively recommend corrective (disciplinary) action
- Resolving grievances or complaints

Use the organization chart section of the form to list the FTE and payroll titles of employees supervised.

### **Working Environmental Conditions**

Describe the working conditions for this position, including:

- Externally imposed deadlines outside the incumbent's control that are an ongoing for this position.
- Any requirements to be available outside regular business hours. Describe the situations in which this occurs.
- Requirements for working an irregular work week. Describe how the incumbent must accommodate this requirement.

### **Other Comments**

Include information not provided elsewhere which you believe would be important for the Compensation Office to know about.

### **Contacts/Interactions**

#### **"Position will have direct contact with" section**

Check all boxes which apply to the **direct** contact this position has with the indicated person or group. Do not check a box if the contact is with an office generally (UW President's Office), but not directly with the person/group indicated (the UW President).

#### **"Purpose of each contact checked" section**

If the purpose of the contact is not the same for each box checked, indicate the purpose of the most important contact.

#### **"Frequency of contact" section**

If the frequency of contact is not the same for all contacts, specify the frequency of the most important contact.

### **Organization Chart**

The Organization Chart provides information about the size and structure of the organization or function.

- Include approved positions only, not projected or anticipated positions.
- Use each position's payroll title, not a working title.
- Provide employee names as they appear in HEPPS/OPUS.

**"Subordinates" section** (the form will auto-calculate the totals for each column)