

Blueprint: New P&S Position Description

Please call Classification/Compensation at 294-4800 if you have any questions
This form is fillable and therefore needs to be filled out electronically.

New Position Description

University Title:

Division:

College/Unit:

Department:

Action Justification

Position Justification

Are you going to fill this position?

Justification for Action:

Series or Multiple Position Advertisement

This section details the need for advertising in a series or filling multiple positions of the same classification from one advertisement. If you are advertising in a series, enter the additional University Title in the *University Title Recommendations to UHR* field below.

Are you advertising as a series?

Are you filling multiple positions from one posting?

Additional Position Numbers for Series or Multiple Position Advertisement:

Position Recommendation

University Title Recommendation to UHR:

Exempt from P&S policies (at will):

Position Details

Position Details

Appointment Type:

FLSA Exempt:

Number of Months employed Per Year:

Location (if other than Ames):

Working Title:

Summary of Duties and Responsibilities:

Hiring Manager:

Previous Incumbent:

Job Duties

Job Duty Label is used to identify major functions of the job. A minimum of three entries are required, including one that must read 'Other duties as assigned-5%' (already included on this form). Typically, job duties should be no more than 45%. The percent of total time must add up to 100%.

Job Duty Label:

Description of Job Duty:

Percent of total time:

Enter a number with a maximum of 2 digits

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Enter a number with a maximum of 2 digits

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Description of Job Duty:

Percent of total time:

Enter a number with a maximum of 2 digits

Job Duty Label:

Description of Job Duty:

Percent of total time:

Enter a number with a maximum of 2 digits

Job Duty Label: Other

Description of Job Duty:

Other duties as assigned.

Percent of total time: 5%

Essential Physical Functions

Please select the most appropriate response for the position using the definitions below.

Physical Demand Factors

Definitions for the physical demand factors:

Sedentary definition: Exerting up to 10 lb. of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects.

Light definition: Exerting up to 20 lb. of force occasionally, and/or up to 10 lb. of force frequently, and/or negligible amount of force constantly (constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for sedentary work.

Medium definition: Exerting 20 to 50 lb. of force occasionally, and/or 10 to 25 lb. of force frequently, and/or greater than negligible up to 10 lb. of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

Heavy definition: Exerting 50 to 100 lb. of force occasionally, and/or 25 to 50 lb. of force frequently, and/or 10 to 20 lb. of force constantly to move objects. Physical demand requirements are in excess of those for Medium work.

Very Heavy definition: Exerting in excess of 100 lb. of force occasionally, and/or in excess of 50 lb. of force frequently, and/or in excess of 20 lb. of force constantly to move objects. Physical demand requirements are in excess of those for heavy work.

Lift - *To raise or lower an object < 10 lb. from one level to another.*

Push - *To press with steady force, thrust objects forward, downward, outward*

Pull - *To drag or lug objects.*

Physical Demand Frequency

Please review the following physical demand factors and identify the level of frequency each factor requires for this position. Please refer to the following definitions if needed.

Occasionally: activity or condition exists up to 1/3 of time

Frequently: activity or condition exists from 1/3 to 2/3 of the time

Constantly: activity or condition exists 2/3 or more of the time

Kneel - *To bend legs at the knee, come to rest on knees.*

Crouch - *To bend the body down and forward, bending the legs and spine.*

Crawl - *To move on the hands, knees, and feet.*

Climb - *To ascend/descend stairs, ladders, ramps, etc.*

Sit - *To rest the buttock on a seat with torso upright.*

Stand - *To bear weight on one's feet in a static position.*

Walk - *To move about on foot.*

Carry - *To manually transport/move an object.*

Push - (Frequency) *To press with steady force, thrust objects forward, downward, outward.*

Pull - (Frequency) *To drag or tug objects.*

Bend - *To bend downward and forward by bending the spine at the waist.*

Balance - *Exceeding ordinary body equilibrium.*

Reach - *Extend hands and arms in any direction.*

Handle/Grasp - *Seize, hold, turn with hands.*

Finger - *Pinch, type, activity with fingers.*

Repetitive Motion - *Repetitious movements of arms, hands, wrists, etc.*

Speak - *Express or exchange ideas verbally.*

Hear - *Perceiving sound by ear.*

See - *Obtain impressions through the eye.*

Additional Physical Demands

Requires visual clarity greater than 20 feet:

Requires visual clarity less than 20 inches:

Requires ability to distinguish color:

Subject to extreme cold:

*Temperatures may be below 32 degrees for more than one hour at a time.
Consideration should be given to the effect of other environmental conditions
such as wind or humidity.*

Subject to extreme heat:

*Temperatures may be above 100 degrees for more than one hour at a time.
Consideration should be given to the effect of other environmental conditions
such as wind or humidity.*

Subject to atmospheric conditions:

*One or more of the following conditions that affect the respiratory system or the skin:
Fumes, odors, dust, mists, gases or poor ventilation.*

Subject to noise:

There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

Exposure to vibrating movements to the extremities or entire body:

Works with or in proximity to dangerous and/or moving machinery:

Works in dark or confined space:

Works in areas where slip hazards exist:

Describe additional working conditions of the job not indicated above. You may list specific safety equipment an employee will be required to use. Is there anything about location, physical requirements, or job activity which may be hazardous to you or your clothing? If so, specify.

Qualifications

Qualifications

This section highlights the necessary qualifications, licensure, certification, and skills a candidate must or should have to be successful in the position.

Supplemental Required Education and Experience:

Preferred Education and Experience:

What other knowledge, skills or abilities are required in order to carry out the duties of the position?

Does the position require a valid driver's license in order to perform the essential duties of this position?

If yes, provide rationale AND add required license in the section below:

Required Licensure(s)/Certification(s)

This section lists required licensure(s), and certification(s).

Required Licensure(s)/Certification(s):

Required Credentialing agency name:

Required Credentialing agency website/contact information:

Section: Preferred Licensure(s)/Certification(s)

This section lists preferred licensure(s), and certification(s).

Preferred Licensure(s)/Certification(s):

Preferred Credentialing agency name:

Preferred Credentialing agency website/contact information:

Verification

Employee Verification:

Supervisor Verification:

By typing your name in the box above, you are signing this form. Your signature certifies that the information provided accurately describes the duties and responsibilities of the position.

Department Chair/Director Verification:

By typing your name in the box above, you are signing this form to certify this action.

Dean/AVP Verification:

By typing your name in the box above, you are signing this form to certify this action.

President/Senior VP Verification:

By typing your name in the box above, you are signing this form to certify this action.

Posting Position Details

Please complete this section only for positions that will be posted. This information is not needed for reclassifications or updates.

Advertised Employing Department:

Full or Part-Time:

Fraction:

Additional Information:

May include expectations for the position such as travel, on call, work location, or working occasional weekends. Can also include special instructions to UHR Recruitment for posting.

Number of Positions:

Proposed Start Date:

Proposed End Date or Length of Term:

Posting Admin:

Budget

Account:

7 digits required, no dashes

Sub-Account:

6 digits, no dashes

Account # % (1-100)

Account:

7 digits required, no dashes

Sub-Account:

6 digits, no dashes

Account # % (1-100)

Recruitment Planning-Posting Details

Is this posting for external, internal (to ISU) or waiver of advertisement?

Business Rationale for internal posting or waiving advertisement:

For waiver, name of intended hire(s):

List the recruiting resources the department intends to further advertise the posting. The position will automatically be posted on iastatejobs.com and the Iowa Workforce website. Additional advertising is the responsibility of the hiring department.

Indicate which specific website, placement office, trade journal, newspaper or other resources that you intend to use:

Department Contact Name:

The name of the person who will answer questions from applicants.

Department Contact Phone Number:

Department Contact Email Address:

Department Unit/Website:

Do you want this posted longer than the required advertisement period on iastatejobs.com?

Advertisement Period Requirements <https://www.hr.iastate.edu/employing-units/recruitment-selection/hiring-advertisement>

If yes, how many calendar days would you like the posting to appear on the web?

Background Check

Background Check Descriptions:

<https://www.hr.iastate.edu/employing-units/hiring-onboarding/background-check-process---faq>

What type of background check would you like to conduct?

Rationale for a credit check:

Account for background check charge:

7 digits required, no dashes

Sub-account for background check charge:

6 digits, no dashes

Supplemental Questions

All questions must be approved by UHR.

Question 1:

Question 2:

Question 3:

Question 4:

Question 5:

Applicant Documents

Resume/Curriculum Vitae

Letter of Application/Cover Letter

Reference Contact Information

Statement of Career Goals

Statement of Teaching and/or Research Interest

Other Documents

Other Documents

Supervisor

Supervisor's Name: