



EAST TENNESSEE STATE UNIVERSITY

JOB DESCRIPTION QUESTIONNAIRE

For Filled Positions

Date:

CURRENT FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:

Exempt

Non-Exempt

REQUEST DETAILS

SECTION A: JUSTIFICATION

SECTION B: JOB DESCRIPTION DETAILS

JOB SUMMARY *(Briefly describe the primary purpose of this position):*

What specific duties have changed significantly? Explain the nature and reason for these changes:

Primary:

The combined effort for all listed job duties (both primary and secondary) must add up to 100%.

Primary (continued):

The combined effort for all listed job duties (both primary and secondary) must add up to 100%.

Secondary:

The combined effort for all listed job duties (both primary and secondary) must add up to 100%.

LEVEL OF SUPERVISION *(Indicate the amount of direction, continual checking, and review this position's supervisor will give the incumbent in this position in doing their work. Check one statement that best describes this position):*

Duties are performed under fairly direct supervision and will be checked regularly. Work will be generally routine or consists of short assignments or projects. Questions are usually referred to the supervisor.

Duties are performed under supervision and the employee is expected to proceed alone following standard practice and any of several procedures. Decision making is part of the job but questionable cases may be referred when they arise outside of standard practice.

Duties are performed under general direction and the employee plans and arranges their own work which is directed toward an established objective. Employee determines action to be taken handling all but unusual cases. Knowledge of established policy, procedure and practice is required.

Duties are performed under general direction with interpretation of institutional policy. Requires thorough knowledge of policies to address unique cases. Work is largely independent, with new methods or procedures often developed to meet changing conditions. Problems are rarely escalated.

Responsibilities are carried out under administrative direction. The incumbent sets performance standards and works independently. Work involves complex, evolving problems requiring innovative solutions and sound judgment. Decisions often shape policy in areas with little precedent.

POSITION TO BE SUPERVISED BY:

SUPERVISION OF OTHERS *(Indicate the type of supervision this position will have over other employees. Consider the degree to which this position will be responsible for directing, instructing and reviewing the work of others. Check one response that best describes this position):*

No responsibility of supervising others.

Responsible for instructing and checking the work of student employees.

Responsible for supervising student employees on a regular basis (e.g. hires, schedules time off, disciplines).

Responsible for occasional training and instructing temporary employees who work for a limited amount of time. Supervision is sporadic and occurs from time throughout the year as new projects are assigned.

Responsible for scheduling, direct supervision and evaluation of work as a first-line supervisor over regular employees. Responsible for recommending such personnel actions such as hiring, firing, discipline and pay/classification changes for supervised employees.

Responsible for managing supervisors and/or multiple functional areas. Oversees strategic planning, resource allocation, and high-level personnel decisions across units or departments. Provides direction to subordinate supervisors and is accountable for the performance and outcomes of teams or areas under their purview.

EMPLOYEES SUPERVISED BY POSITION:

INTERNAL CONTACTS *(Indicate the people that this position will be expected to work with inside the University. Check one statement that best describes the people this position deals with most often):*

Contacts are primarily with the supervisor and co-workers in the immediate work area. Most involve answering simple questions or providing basic information and require common courtesy (e.g., moving furniture upon request).

Contacts are primarily with clerical, technical, or non-hourly supervisory staff outside the immediate work area. Most involve resolving minor issues and require thoughtfulness to gain cooperation or approval (e.g., coordinating activities or addressing basic complaints).

Contacts are primarily with lower-level administrative or supervisory staff and faculty outside the immediate area. Most involve sensitive work discussions and require judgment and collaboration to resolve serious complaints.

Contacts are primarily with upper-level professional or managerial staff and faculty outside the immediate area. Most involve very sensitive or confidential matters and moderately complex projects.

EXTERNAL CONTACTS (*Who will this position typically communicate with outside of the University, if anyone? For example, sales representatives, University visitors, staff of other institutions, etc.):*

KNOWLEDGE, SKILLS, AND ABILITIES:

REQUIRED QUALIFICATIONS:

PREFERRED QUALIFICATIONS:

REQUIRED CERTIFICATIONS/LICENSURE (IF APPLICABLE):

SECTION C: OTHER RELEVANT INFORMATION

PERSONS WITH SIMILAR POSITIONS:

PHYSICAL DEMANDS:

*If lifting objects, select one of the following:

MACHINES AND EQUIPMENT TO BE USED:

Types:

Operations Performed:

SECTION D: COMMENTS

INCUMBENT COMMENTS:

SUPERVISOR/REVIEWER COMMENTS (*name and title required*):

SECTION E: ORGANIZATIONAL CHART

Insert NEW organizational chart here:

SECTION F: SIGNATURES PAGE

Employee Name:

Employee Signature:

REVIEWED AND APPROVED SIGNATURES:

Immediate Supervisor:

Signature:

Department Head:

Signature:

Dean, Respective
School/College:

Signature:

Assoc. Dean/
Assoc. VP:

Signature:

Vice President:

Signature: