



# Position Description Form

Revision Date: 8/1/2023

Date:

Department #:  Department Name:   
College/Division ID:  College/Division Name:

Working Title:  Position #:   
FTE:  Position Type:

Job Code:  Pay Grade:   
Job Title:  Minimum:   
Career Level:  Midpoint:

**NOTE:** The expected starting salary is between the minimum and midpoint of the assigned pay grade. Placement within the pay range should be based on each individual candidate's education, experience, knowledge, skills, and internal equity. [Review the pay ranges.](#)

Supervisor Name:  Supervisor Title:

Will this position have supervisory responsibilities?  Yes  No If yes, how many **full-time equivalent employees**:

Is this position eligible for Visa sponsorship?  Yes  No Note: This applies to H1B sponsorship.

## Position Summary:

In 3 to 4 sentences, briefly but specifically, summarize the primary purpose of the position.

## Duties and Responsibilities:

List up to five principal responsibilities of the position in the space provided below, indicating the most important first, and the approximate percentage of time spent on each responsibility over the course of a year (should total 100%). Similar tasks should be grouped into one category). DO NOT list any duties or responsibilities that require 5% or less of the position's time. Please ensure the duties and responsibilities align with the work dimension and accurately reflect the scope of work for the particular career level being requested. [Review career levels and career streams.](#)

| 1. |  |           |
|----|--|-----------|
|    |  | % of Time |

|    |  |   |
|----|--|---|
| 2. |  |  % of Time |
| 3. |  |  % of Time |
| 4. |  |  % of Time |
| 5. |  |  % of Time |

### Minimum Qualifications and Work Dimensions:

Describe any additional licenses, certifications, or other requirements of the position.

**NOTE:** Minimum qualifications must align with the work dimensions of the position mapping. Information regarding minimum qualifications for each job code can be found in [JDxpert](#) and equivalency usage and language can be found in the University Staff Education and Experience Equivalencies [PDF](#).

### Physical Requirements and Environmental Demands:

Indicate the typical physical and/or environmental demands required to effectively handle the position’s duties and responsibilities. **The college/division is responsible for affirming the physical requirements and environmental demands are accurate.**

No specific or unusual physical requirements or physical demands beyond the standard office environment. If this box is checked, no physical requirements or environmental demands should be listed in the job requisition.

Specific or unusual physical requirements or environmental demands. Check all boxes that apply. If this is checked, these environmental demands should be listed in the description section of the job requisition.

**Lifting:** Employees are frequently required to lift/move/transport a certain amount of weight.

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <b>Outdoor Environment:</b> Employees work outdoors and may not be protected from weather conditions.   |
| <input type="checkbox"/> | <b>Extreme Cold:</b> Temperatures typically below 32 degrees for more than an hour.   |
| <input type="checkbox"/> | <b>Extreme Heat:</b> Temperatures above 100 degrees for more than an hour.  |
| <input type="checkbox"/> | <b>Noise:</b> There is sufficient noise to cause you to shout in order to be heard above the noise level.   |
| <input type="checkbox"/> | <b>Vibration:</b> Exposure to oscillating movements of extremities or whole body.   |
| <input type="checkbox"/> | <b>Hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, or exposure to chemicals in a work setting. |
| <input type="checkbox"/> | <b>Oils:</b> There is air or skin exposure to oils or other cutting fluids  |
| <input type="checkbox"/> | <b>Infectious Diseases:</b> Employees are frequently exposed to contagious or infectious diseases   |
| <input type="checkbox"/> | <b>Atmospheric Conditions:</b> Conditions that affect the respiratory system, such as fumes, odors, dust, mists, gases, or poor ventilation.  |
| <input type="checkbox"/> | <b>Close Quarters:</b> Employees are frequently required to work in crawl spaces, shafts, manholes, sewage and water line pipes, and other areas that could cause claustrophobia.   |

**NOTE:** Candidates or employees who would like to inquire about reasonable accommodations due to a disability or medical condition may contact the Disability Resource Center at 520-621-3268 or email [workplaceaccess@email.arizona.edu](mailto:workplaceaccess@email.arizona.edu).

### Knowledge, Skills, and Abilities (KSAs):

List specific knowledge, skills, and/or abilities required for the employee to be successful in this position. When processing job requisitions, departments should list KSAs within the position highlights or description, not in the minimum or preferred qualifications. For best practices on KSAs, please [review page 2 of this document](#).

### Flexible Work Arrangements:

This position may be eligible for the following flexible work arrangements in conversation with the supervisor (select all that apply). For more information on flexible work arrangements please visit the [Flexible Work Guidelines and Resources page](#). For more information on how to advertise flexible work arrangements in your job postings please review the [Flexible Work Arrangements PDF](#).

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Hybrid Work Week   | <input type="checkbox"/> Fully Remote (in-state) | <input type="checkbox"/> Summer Remote Period |
| <input type="checkbox"/> Flexible Schedule  | <input type="checkbox"/> Compressed Work Week    | <input type="checkbox"/> Core Business Hours  |
| <input type="checkbox"/> This role is not eligible for flexible work arrangements |  |   |

### Additional Information:

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by the employee(s) assigned to this job. The employer retains the right to change or assign other duties to this position.