

# University of Nebraska at Kearney

## Job Description

### Section I: General Information

|                    |                      |                               |
|--------------------|----------------------|-------------------------------|
| Working Job Title: | Job Family:          | Job Family Zone:              |
| Position Number:   | Department Name:     | SAP Organization Unit Number: |
| Employee's Name:   | Date of Last Update: | Title of Supervisor:          |
| SAP Personnel #:   | Last Updated By:     | Name of Supervisor:           |

### Section II: Position Summary

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| <br><br><br><br><br><br><br><br><br><br> |
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### Section III: Duties & Responsibilities

| <i>Indicate % of time spent and indicate with an "X" the duties &amp; responsibilities that are essential functions of this job. Arrange this list of duties in order of importance.</i> | <i>% of Time</i> | <i>Essential Functions</i> |
|--|------------------|----------------------------|
|  |                  |                            |
|  |                  |                            |
|  |                  |                            |
|  |                  |                            |
|  |                  |                            |

*The above list of job duties is not exclusive or exhaustive and the incumbent will be required to undertake such tasks as may reasonably be expected within the scope and classification of the position. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the position.*

### Section IV: Zone Definition Factors

#### A. Knowledge, Skills and Abilities

|                  |
|------------------|
| <br><br><br><br> |
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**B. Problem Solving / Decision-Making**

**C. Interactions**

**D. Strategic Impact**

**E. Supervision Exercised**

This position exercises \_\_\_\_\_ Supervision

Over \_\_\_\_\_

**F. Supervision Received**

This position receives \_\_\_\_\_ Supervision

From \_\_\_\_\_

**Section V: Minimum Qualifications**

LEVEL OF EDUCATION, YEARS & TYPE OF EXPERIENCE:

**Section VI: Physical Requirements**

1. **GENERAL PHYSICAL REQUIREMENTS:** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indicate the appropriate response for an eight hour day:

Mark with "X" below the appropriate number of hours:

|                     |   |   |   |   |   |   |   |   |   |
|---------------------|---|---|---|---|---|---|---|---|---|
| Sit                 | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|                     |   |   |   |   |   |   |   |   |   |
| Stand               | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|                     |   |   |   |   |   |   |   |   |   |
| Walk                | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|                     |   |   |   |   |   |   |   |   |   |
| Drive Motor Vehicle | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|                     |   |   |   |   |   |   |   |   |   |

*Indicate intermittent or constant*

Intermittent                      Constant

Explain:

|  |   |                            |                          |
|--|---|----------------------------|--------------------------|
| <b>2. THIS POSITION REQUIRES:</b>  | Occasionally<br>(less than 2 hrs daily) | Between<br>2 - 5 hrs daily | Over<br>5 hrs daily      |
| Squatting  | _____                                   | _____                      | _____                    |
| Bending  | _____                                   | _____                      | _____                    |
| Kneeling   | _____                                   | _____                      | _____                    |
| Reaching   | _____                                   | _____                      | _____                    |
| ➤ Overhead   | _____                                   | _____                      | _____                    |
| ➤ Forward  | _____                                   | _____                      | _____                    |
| ➤ Low  | _____                                   | _____                      | _____                    |
| Twisting   | _____                                   | _____                      | _____                    |
| Crawling   | _____                                   | _____                      | _____                    |
| Climbing   | _____                                   | _____                      | _____                    |
| ➤ Ladder   | _____                                   | _____                      | _____                    |
| ➤ Stairs   | _____                                   | _____                      | _____                    |
| ➤ Other  | _____                                   | _____                      | _____                    |
| Walking on rough ground  | _____                                   | _____                      | _____                    |
| Exposure to changes of temperature/<br>humidity  | _____                                   | _____                      | _____                    |
| Exposure to dust/fumes/gases/chemicals   | _____                                   | _____                      | _____                    |
| Being near moving machinery  | _____                                   | _____                      | _____                    |
| Working from heights   | _____                                   | _____                      | _____                    |
| <b>3. THIS POSITION REQUIRES EMPLOYEE TO:</b>  |   |                            |                          |
| <i>Indicate letter in appropriate Space:</i> LIFT=L    CARRY=C    PUSH=P    PULL=PL                                  |   |                            |                          |
|  | Less than 2<br>hrs daily                | Up to 2 hrs daily          | Between 2-5<br>hrs daily |
|  | _____                                   | _____                      | Over 5 hrs daily         |
| 11 - 24 lbs  | _____                                   | _____                      | _____                    |
| 25 - 49 lbs  | _____                                   | _____                      | _____                    |
| 50 - 74 lbs  | _____                                   | _____                      | _____                    |
| 75 - 100 lbs   | _____                                   | _____                      | _____                    |
| * Over 100 lbs   | _____                                   | _____                      | _____                    |
| * If the position requires the employee to handle over 50 lbs - please explain:                                      |   |                            |                          |
| <b>4. POSITION REQUIRES USE OF HANDS OR SPECIAL TOOLS/EQUIPMENT FOR:</b>   |   |                            |                          |
|  | Right                                   | Left                       | Both                     |
| Keyboarding  | _____                                   | _____                      | _____                    |
| Filing   | _____                                   | _____                      | _____                    |
| Other (Explain):    Operation of a computer mouse with their dominant hand. (Usually right).                         |   |                            |                          |
| <b>5. THIS POSITION REQUIRES REGULAR AND PROMPT ATTENDANCE DURING THE WORKING HOURS SCHEDULED BY THE SUPERVISOR.</b> |   |                            |                          |

## Section VII: Job Family Zone Questionnaire

In Each Section, please select ONE answer that BEST describes the job:

## **A. Knowledge Skills and Abilities:**

\_\_\_\_\_ Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools. [1]

\_\_\_\_\_ Requires the ability to understand, interpret, apply and communicate information within a specialization and the ability to apply limited analysis in the completion of general functional procedures. May possess knowledge of work activities outside functional area. May require the operation of moderately complex equipment/tools. [2]

\_\_\_\_\_ Requires the ability to utilize advanced information within a specialization. Within specialization, possesses the ability to assess/ analyze situations and make adjustments to achieve desired objectives. Possesses knowledge of work activities outside functional area. May require the operation of complex equipment/tools. [3A]

\_\_\_\_\_ Requires the ability to apply, integrate and communicate extensive theoretical information within a recognized professional field. Facilitates and/ or establishes the achievement of functional area objectives. Requires knowledge of all related functional areas. May require the operation of highly complex equipment/tools. [3B]

\_\_\_\_\_ Integrates extensive theories and techniques within related or diverse disciplines to achieve results and/ or establish overall strategic directions. Requires wide-ranging administrative and/or specialized knowledge. May require the operation of highly complex equipment/tools. [4]

## **B. Problem Solving / Decision-Making:**

\_\_\_\_\_ Decisions/problem resolutions are repetitive and simple and typically guided by standard operating policies and procedures/practices exist. Tasks are clear and specific to a single discipline. [1]

\_\_\_\_\_ Decisions/problem resolutions require gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines. [2A]

\_\_\_\_\_ Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities. [2B]

\_\_\_\_\_ Decisions/problem resolutions require synthesis/analysis in the use of theories and accepted principles. Programs/projects are governed by broad objectives, policies and/or theories. Requires the use of creativity in dealing with unprecedented activities. [3]

\_\_\_\_\_ Decisions/problem resolutions require analysis and evaluation of major issues and courses of action impacting the overall direction of the functional area(s). Applies broad concepts and experience in making important decisions. May develop recommendations influencing long-term policies related to major organizational plans. [4]

## **C. Interactions:**

\_\_\_\_\_ Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information relating to work being done. Requires the use of common business courtesy. [1]

\_\_\_\_\_ Regular contact that involves giving or obtaining information as well as occasionally exchanging advice and opinions. Requires the use of common business courtesy, tact, discretion and some persuasion to maintain cooperative associations. [2]

\_\_\_\_\_ Regular contact that involves exchanging advice and opinions as well as occasionally conveying conceptual ideas of a critical and/or long-range nature. Requires the use of judgment, timing, and persuasion to gain cooperation in the face of differences of opinion or controversy. [3]

\_\_\_\_\_ Regular contact with major Programs/Teams or individuals. Overriding job requirement involves conveying conceptual ideas regarding matters of critical and long-range nature. Significant requirement for diplomacy, timing,

and persuasion to gain concurrence or cooperation on operational issues in the face of significant differences of opinion or controversy. [4]

#### **D. Strategic Impact:**

\_\_\_\_\_Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group, but occasionally may extend beyond the immediate work group. Errors reflect unfavorably on the individual and may have an adverse impact on the functional area. [1]

\_\_\_\_\_Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area. [2]

\_\_\_\_\_Actions and decisions in this job have discernible impact to the short-term performance of the Program/Team and exert some impact to its long-term success. Errors reflect unfavorably on the individual, the functional area, overall business operations and potentially other functional areas. [3A]

\_\_\_\_\_Actions and decisions in this job have significant impact to the short-term performance of the Program/Team and exert an impact to its long-term success. The job exerts a considerable impact on decisions and final results typically affecting either an entire functional area or a major university activity; and may have unique accountability for financial and program or project objectives. Errors effect business operations, services and other individuals which may require special interventions to correct. [3B]

\_\_\_\_\_Actions and decisions in this job exert broad and continuing impact on the future of one or more functional areas. The job exerts a major impact on decisions and final results affecting a major university activity; and/or has accountability for financial and program/project objectives and overall successes. Errors significantly interrupt business operations, services and potentially both internal and external constituents. [4]

#### **E. Supervision Exercised:**

\_\_\_\_\_May provide incidental guidance to others. [1]

\_\_\_\_\_Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader. [2A]

\_\_\_\_\_Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager. [2B]

\_\_\_\_\_Supervises the work of a project or program that may include hiring, discipline, transfers, promotions, or salary changes within a functional area. May integrate work of two or more programs or one major function/or project. [3]

\_\_\_\_\_Establishes performance standards for designated programs and/or areas of specialization. Directs staff to include hiring, discipline, transfers, promotions, and salary changes. [4]

#### **F. Supervision Received:**

\_\_\_\_\_Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet clearly established schedules. [1]

\_\_\_\_\_Supervision by procedures or by supervisor through periodic monitoring of progress and performance. Determines sequence of own work tasks to meet established objectives. [2A]

\_\_\_\_\_General direction by supervisor by checking on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program. [2B]

\_\_\_\_\_Responsible for conducting specialized assignments or developing programs under only general direction and guidance. [3]

\_\_\_\_\_ Extensive latitude to work independently in matters that have a broad effect on overall policies, programs and/or areas of specialization. [4]

| <b>Authorizations</b>     | <b>Signature</b> | <b>Date Signed</b> |
|---------------------------|------------------|--------------------|
| <b>Incumbent</b>          |                  |                    |
| <b>Supervisor/Manager</b> |                  |                    |
| <b>Human Resources</b>    |                  |                    |