Florida Atlantic University
Support Personnel (SP)
Position Description

Before completing this form, please review instructions: [http://www.fau.edu/hr/ClassNComp/SPInstructions.php](http://www.fau.edu/hr/ClassNComp/SPInstructions.php).

After routing the completed position description through the appropriate channels in your department/college, please return to Human Resources, Classification and Compensation, ADM 102C. If you have any questions regarding this process, please call (561)297-3026 or (561)297-2807.

### DESCRIPTIVE DATA

<table>
<thead>
<tr>
<th>NOTE: COMPLETE NUMBERED ITEMS PER INSTRUCTIONS</th>
<th>SHADED AREA TO BE COMPLETED BY HUMAN RESOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Position Number:</td>
<td>2. Requested Classification Action</td>
</tr>
<tr>
<td>[ ] Establishment</td>
<td>Approved Class Title:</td>
</tr>
<tr>
<td>[ ] Reclassification</td>
<td>Approved Class Code:</td>
</tr>
<tr>
<td>[ ] Position Description Update</td>
<td>Working Title:</td>
</tr>
<tr>
<td></td>
<td>Effective Date:</td>
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<tr>
<td>3. Current Class Code:</td>
<td>4. Current Class Title:</td>
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<tr>
<td>5. Proposed Class Code:</td>
<td>6. Proposed Class Title:</td>
</tr>
<tr>
<td>7. Vice President Area:</td>
<td>8. Division:</td>
</tr>
<tr>
<td>9. Department:</td>
<td>10. Section:</td>
</tr>
<tr>
<td>11. City:</td>
<td>12. County:</td>
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</table>

13. Describe functions in terms of outcomes/results rather than method used or how a job is normally accomplished. Physical, mental and environmental factors critical to the satisfactory performance of the job may be included as noted in the directions for completing this form.

13a. Essential Functions of the Job ([each function must have a percentage of time assigned to it; the percentages assigned to both essential and marginal functions must total 100%](http://www.fau.edu/hr/ClassNComp/How_To_Write_A_PD.php))

In compliance with the Americans with Disabilities Act (ADA), identify essential functions of a job required to be performed with or without reasonable accommodations. Requests for reasonable accommodations to facilitate the performance of essential functions will be given careful consideration.

The following web address provides guidelines for completing this section of the position description: [http://www.fau.edu/hr/ClassNComp/How_To_Write_A_PD.php](http://www.fau.edu/hr/ClassNComp/How_To_Write_A_PD.php)

% OF TIME FOR EACH FUNCTION
13b. Marginal Functions of the Job (duties that are required of the position but could be reassigned as a reasonable accommodation if necessary) For purposes of ADA, these functions are marginal only to individuals covered under the ADA who are unable to perform these functions with or without reasonable accommodation because of a covered disability.

TOTAL 100%

14. List the class titles and position numbers of positions under the DIRECT supervision of this position

15. Machines and equipment used regularly (assign a percentage (%) of time in the operation of each)

REQUIREMENTS FOR THIS POSITION
(Attach additional sheets as necessary)

16. Describe the type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor

17. Working Hours: a) Daily from __________ to __________ b) Total hours per week __________ c) Explain any variations in workweek, split shifts, on-call status, or rotations

18. Education/Training/Experience
In order of importance, state any specific education, training, and experience, and knowledge, skills, and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specifications, which may be viewed at the following web address: http://www.fau.edu/hr/ClassNComp/SPClassSpecs.php

19. Required Licenses/Certifications/and other Specific Requirements of Law
Please review the statements below and check all that apply

☐ This position requires a police background check
☐ This position is responsible for meeting the Requirements of Section 215.422, Florida Statutes, as amended, regarding the approval and/or processing of vendors' invoices and/or distribution of warrants to vendors.
☐ This position requires a valid Florida driver's license
☐ This position requires licensure, certification, or other special requirement:
☐ This position requires fingerprinting.
☐ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
☐ This position requires a post-offer employment physical
☐ Other, please specify:

20. Indicate specifically how the duties of this position have changed since it was initially or last classified

21. Characteristics of the Position

21a. The physical conditions that apply to the incumbent in this position are described as follows:

☐ None: The incumbent is not substantially exposed to adverse environment conditions: job likely consists of typical office or
The incumbent is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperamental changes (i.e., covered loading docks, garages, etc.).

The incumbent is subject to outside environmental conditions: no effective protection from the weather.

The incumbent is subject to extreme cold: temperatures below 32 degrees for period of more than one hour.

The incumbent is subject to extreme heat: temperatures above 100 degrees for periods of more than one hour.

The incumbent is subject to noise: there is sufficient noise to cause the incumbent to shout in order to be heard above the surrounding noise level.

The incumbent is subject to vibration: exposure to oscillating movements of the extremities or whole body.

The incumbent is subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.

The incumbent is 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.

The incumbent is required to wear special equipment as protection from elements at the job.

21b. Essential physical activities:

- Tasks may involve extended periods of time at a keyboard or workstation.
- Stooping
- Crouching
- Walking
- Grasping
- Kneeling
- Hearing
- Near Vision
- Far Vision
- Reaching
- Standing
- Talking
- Climbing
- Balancing
- Crawling
- Twisting
- Depth Perception
- Color Perception
- Repetitive Motion

Lifting
- 10 lbs. or less
- 11-20 lbs.
- 21-50 lbs.
- 51-75 lbs.
- 76 lbs. or more

Pulling
- 10 lbs. or less
- 11-20 lbs.
- 21-50 lbs.
- 51-75 lbs.
- 76 lbs. or more

Pushing
- 10 lbs. or less
- 11-20 lbs.
- 21-50 lbs.
- 51-75 lbs.
- 76 lbs. or more

Describe other characteristics of the position such as physical, mental and environmental factors essential to the satisfactory performance of the functions of the position, or other characteristics which have not otherwise been described in the position description:

SIGNATURES

22. I certify that I have reviewed and been provided a copy of the current position description for the position to which I am assigned.

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<tr>
<th>Name of Employee (Please print or type)</th>
<th>Signature</th>
<th>Date</th>
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23. I certify that the statements above, to the best of my knowledge, accurately describe the position. I understand that intentional falsification of this documentation is in violation of State statutes and may result in disciplinary action or prosecution.

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<tr>
<th>Name of Immediate Supervisor (Please print or type)</th>
<th>Signature</th>
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24. Reviewing Authority (must be approved at Dean/Director level or higher):

<table>
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