LETHBRIDGE COLLEGE

##### POSITION DESCRIPTION FORM

**PURPOSE:**

The purpose of the position description form is to profile the degree of skill, effort, responsibility and working conditions associated with the job. It is designed to help in describing the job responsibilities concisely and accurately. It **does not** focus on an individuals’ performance of how well the job is performed, but rather on what the position involves. This position will also serve as the basis for such functions as recruitment selection, staff development and training.

**SECTION I – POSITION IDENTIFICATION**

Position Title:      Position Number:

Department and Location:

New Position? Yes: [ ]  No: [ ]

**Reason for Submission**: New Position Classification [ ]

Reclassification Request [ ]

 Update [ ]

**SECTION II – SIGNATURES** (Section to provide additional comments at end)

* Employee:

Date Signed:

* 1st Out-of-Scope Supervisor:

Date Signed:

* 2nd Out-of-Scope Supervisor:

Date Signed:

* Human Resource Services :

Date Signed:

SECTION III - DUTIES AND RESPONSIBILITIES

**1. *POSITION SUMMARY***

Provide a brief summary of the overall purpose of the position, and the position that this reports to. **This will be similar to what you would use for a job advertisement and should be limited to 1-2 paragraphs.**

**2. *POSITION DUTIES AND ACTIVITIES***

List in order of importance the **key duties and activities** of this position**.** Describe **what** is done, and **how** it is done. Indicate for each the approximate percentage to the nearest 5% it consumes per year (combined total equals 100%). Combine those activities that are similar in nature, listing **3-6** activities.

 1 hr/day (14%) 1 day/week (20%) 1 day/year (0.4%)

 1 hr/week (3%) 1 day/month (4.5%) 1 week/year (2%)

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| --- | --- |
| **Duty** | **%** |
| 1.
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| 1.
 |       |
| 1.
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| 1.
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| 1.
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| 1.
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**3. *COMPLEXITY OF WORK***

This factor measures the demands of the job as characterized by:

* Analysis and interpretation required for problem solving
* Creativity
* Mental challenge
* Degree of job structure
* Planning activities
* Variety and difficulty of tasks

a) Please give examples (2-3) of the most complex or difficult problems this position is required to resolve. How often do you resolve problems of this nature?

|  |  |
| --- | --- |
| Example | **Frequency (%)** |
| 1.
 |       |
| 1.
 |       |
| 1.
 |       |

b) Describe the kinds of planning and organizing required of this position.

c) Describe those duties that require creativity or originality, including any examples of independent research, development of new methods or techniques, etc.

**4. *PHYSICAL AND VISUAL DEMANDS***

1. What physical and visual effort is required on a regular basis for your position? Please provide an example of the activity, as well as the duration and frequency for that activity. Consider (1) the **physical activity** (i.e. sitting, standing, walking, climbing, crouching, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period of time) (2) **fine motor skills** such as typing or machinery repair, and (3) **intense visual effort** (reading data or input of data, report writing, operating a computer, product counting).

|  |  |  |
| --- | --- | --- |
|  | **DURATION** | **FREQUENCY** |
| **Activity** | Less than 1 hr at a time | Between 1 and 2 hours | More than 2 hours at a time | **Occasional** (once in a while over a period of time) | **Regular** (often over a period of time such as several times daily almost every day) | **Continuous** (with the exception of breaks, the activity is continuous almost every day) |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |
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|       |       |       |       |       |       |       |

1. If lifting/carrying is required please indicate the maximum weight. Please provide examples.

Light weight = < 20 pounds; Medium weight = 20-60 pounds; Heavy weight = > 60 pounds

 Estimated Weight

[ ]  Light weight Examples

[ ]  Medium weight Examples

[ ]  Heavy weight Examples

**5. *DECISION MAKING***

This section is used to determine the level of independent decision-making associated with the position. Characteristics to be considered include:

* Level of supervision received
* Discretion and independence of action
* Overall accountability given the nature of the work.

a) How often would this position receive direction from the immediate supervisor? **Based on an annual basis.**

[ ]  Works under close supervision (e.g. frequent supervision; several times a day)

[ ]  Works under occasional supervision (standard practices are followed)

[ ]  Works fairly independently (the supervisor is not readily available to deal with precedent setting issues)

[ ]  Works with little direction (e.g. positions have a lead role in the development of policies and regulations)

b) List 3 key decisions that you make **without** reference to a supervisor or subsequent checks.

|  |
| --- |
| 1.
 |
| 1.
 |
| 1.
 |

c) List 3 key decisions on which you **seek consultation** with, or approval from a supervisor.

|  |
| --- |
| 1.
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| 1.
 |
| 1.
 |

 d) What guidelines, procedures, manuals etc. are available to guide your decision-making and actions? Explain your purpose for using the manuals, etc.

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| --- | --- |
|  | **Purpose** |
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 |       |

**6. *SUPERVISORY RESPONSIBILITY***

This section is used to determine the degree of accountability for personnel management, focusing on the complexity of supervising the work of others and the number of staff for whom the incumbent is directly or indirectly accountable.

1. If you provide direction/guidance, and/or training for others, please complete this section by checking the aspects of supervision that are part of your job. **These functions are everyday aspects of your job.**

[ ]  Provide technical or functional guidance to other staff

[ ]  Assign and monitor work of others doing similar work to yours

[ ]  Allocate staff to meet fluctuations in work requirements

[ ]  Supervise a work group (e.g. assign work to be done, train on methods to be used)

[ ]  Provide input into performance appraisals

[ ]  Conduct formal performance appraisals and discuss appraisal with employee

[ ]  Handle discipline issues (e.g. performance problems)

[ ]  Manage the work, practices and procedures of a unit (e.g. recruitment, discipline, hiring)

[ ]  Manage and coordinate the work of two or more major functions

[ ]  Give policy direction and effect coordination of a wide scale

[ ]  Plan for unit resources (e.g. prepare the budget)

1. Provide a listing of the number of people that report to you. All positions are prorated to Full-Time employee equivalents. (FTE = Full-Time employee; PTE = Part-Time employee). Indicate below the number of FTE positions supervised and the FTE equivalent of PTE positions supervised. **One FTE = 35/hr/wk = 1820 hours/yr; 40/hr/wk = 2080 hours/yr**.

|  |  |
| --- | --- |
|  | Number  |
| (FTE) |       |
| (PTE) Total annual hrs worked by PTE ÷ 1820 or 2080 hrs/yr as applicable |       |

1. *IMPACT*

This measures the potential problems the position can create or resolve for a department or the entire organization as a result of a decision-making responsibility. Characteristics to consider include:

* + Span of effect
	+ Impact on the organization
	+ Employee morale
	+ Public image
	+ Financial effects
	+ Impact on the community
	+ Impact on safety

a) Describe 3 examples of consequences that would occur should the incumbent make a significant error. For each example, indicate who the error would impact (i.e.: immediate work area, outside department, across campus, beyond LC, etc), who would discover the error and indicate who is ultimately accountable. **The assessment of impact should be based on average occurrences and not on extreme scenarios.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Error Example** | **Who is impacted?** (i.e.: immediate work area, outside department, outside campus, etc) | **How would error be discovered?** | **Who is ultimately accountable?** |
| 1.       |       |       |       |
| 2.       |       |       |       |
| 3.       |       |       |       |

**8. *CONTACT WITH OTHERS***

This section is used to measure the need for contacting, supporting/nurturing/dealing with and influencing other people in performing the duties related to the position. Interaction with employees within the organization, as well as with clients, customers, the public, government representatives and others should be considered. Other characteristics to be considered include:

* Type and level of contact
* Purpose of contact
* Confidentiality and sensitivity of contact
* Negotiating, persuading, instructing, counseling/coaching, advising, etc.

a) Describe the nature and frequency (of contacts this position will engage in order to perform the functions of the position.

**Frequency:**

Occasional – means once in a while over a period of time (i.e.: once in a while on a daily basis or several times daily, but not every day).

Regular – means often over a period of time such as several times daily almost every day.

Continuous – means that with the exception of breaks, the activity is continuous almost every day.

|  |  |  |
| --- | --- | --- |
| Contacts | **Purpose** (e.g. give/receive information, discuss problems, make recommendations, negotiating) | Frequency (How often) |
| Within immediate area (e.g. employees in same department, students)*
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*
 |       |       |
| Outside immediate area (e.g. employees in other departments)*
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*
 |       |       |
| Beyond immediate associates (e.g. outside organization)*
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*
 |       |       |

**9. *ENVIRONMENTAL WORKING CONDITIONS***

This section is used to determine the likelihood, frequency and severity of exposure to undesirable characteristics in the work environment, or in how the work must be performed. Characteristics to be considered include:

* Physical hazards and personal health and safety risks
* Work surroundings
* Exposure to adverse environmental and weather conditions
* Frequent travel

a) Determine the various disagreeable aspects in the day-to-day activities of this position and the frequency to which this position is exposed.

|  |  |
| --- | --- |
| Description | Frequency (%) |
| Standard office environmentExamples:       |       |
| Some disadvantages (e.g. some exposure to oil, noise, bothersome odours)Examples:       |       |
| Regular exposure to disagreeable elements (e.g. handling of radioactive materials, bio-hazardous materials)Examples:       |       |
| Constant exposure to severely disagreeable elements (e.g. high level containment areas)Examples:       |       |

b) What protective clothing/equipment is required to perform the duties of this position safely?

**10. *WORK PRESSURE AND STRESS***

This section is used to determine the likelihood, frequency and intensity of work-related stressors on the job. **It is not intended to measure the incumbent's ability or inability to tolerate stress; rather, it assesses the normal types of stressors associated with the job.**Characteristics to be considered in this factor include:

* Inherently frustrating working conditions
* Time pressures or urgent deadlines, where limited control exists over the work pace
* Vigilance or extreme alertness to environmental or workplace conditions
* Strained personal contacts and interpersonal conflict situations

a) Describe regularly occurring situations related to stressors such as degree of interruptions, time pressure and other circumstances where the incumbent has little control, but still has the responsibility. **State only average or normal occurrences on the job and not unusual scenarios.**

|  |  |
| --- | --- |
|  | **Frequency (%)** |
| 1.
 |       |
| 1.
 |       |
| 1.
 |       |

SECTION IV – SIMILAR POSITIONS

a) Identify other positions within LC that provide similar service to their department.

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SECTION V – EDUCATION/EXPERIENCE

**This section is to be completed by the out of scope supervisor.**

a) What is the **minimum** formal training and /or educational level **required** to perform the duties of this position. Please explain.

Please check the appropriate level:

[ ]  Less than High School Diploma

[ ]  High School Diploma

[ ]  One-Year College Program. Indicate area of specialization

[ ]  Two-Year College Program. Indicate area of specialization

[ ]  Journeyman Certificate. Indicate area of specialization

[ ]  University Undergraduate Degree. Indicate area of specialization

b) How much relevant experience, gained prior and/or on the job is required for a new person with the education as specified previously to meet the job requirements competently? **This is the average level of competency required to perform the duties.**

|  |  |  |
| --- | --- | --- |
| **Required previous related job experience** | **+ Time on the job** | **Total relevant experience** |
| i) *Check below the appropriate experience gained in previous jobs here or elsewhere, which is required in order to adequately perform your job*. ii) *Why is this experience necessary?*       | i) *Check below the period of adjustment required to learn new tasks and responsibilities once appointed to the position.* ii) *Why is this experience necessary?*        |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | + | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | = |       |
| 3M | 6M | 9M | 1Y | 2Y | 3Y | 5Y | 1M | 2M | 3M | 4M | 6M | 9M | 12M | 18M |

c) What alternative combination of education and experience (equivalencies) would you consider (if any) for this position? Please explain.

SECTION VI – CHANGES TO POSITION

**This section is to be completed by the supervisor.**

a) What duties have been added since the last review?

b) What duties have been eliminated to accommodate the new duties? If duties have been removed from this position, state the position that will be assuming these duties.

c) What has caused these changes to be operationally necessary?

SECTION VII – ORGANIZATIONAL CHART

#### This section is to be completed by the supervisor.

a) Submit an updated Organizational Chart depicting the structure of this department.

SECTION VIII - COMMENTS AND SIGNATURES

* **Incumbent's Comments:**

**Incumbent's Signature and Date**

* **1st Out-of-Scope Supervisor's Comments:**

**1st Out-of-Scope Supervisor's Signature and Date**

**1st Out-of-Scope Supervisor’s Position Number:**

* **2nd Out-of-Scope Supervisor’s Comments:**

**2nd Out-of-Scope Supervisor’s Signature and Date**

**Human Resource Services Signature and Date**