



**HUMAN  
RESOURCES**

**POSITION DESCRIPTION FORM**

**Type of Position**

Please check the appropriate box designation indicated below.

<input type="checkbox"/>	<b><u>SHRA</u></b>	<input type="checkbox"/>	<b><u>EHRA Non-Faculty</u></b>	<input type="checkbox"/>	<b><u>EHRA Faculty – (MYC) Multi-Year Contract</u></b>
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**Type of Request**

<input type="checkbox"/>	<b>Establishment of New Position</b>	<input type="checkbox"/>	<b>Position Status Change / Title Change</b>	<input type="checkbox"/>	<b>Updating – No Requested Change</b>
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**Position / Employee Information**

<b>Name of Employee &amp; Banner ID</b>	<b>Present University Position Number / Proposed Number</b>
<b>Present Classification Title and Primary Working Title</b>	<b>Present Competency Level</b> <i>(list contributing, journey, or advanced for SHRA position)</i>
<b>Proposed Classification Title &amp; Proposed New Working Title</b>	<b>Proposed Competency Level</b> <i>(list contributing, journey, or advanced for SHRA position)</i>
<b>Name of Immediate Supervisor</b>	<b>Supervisor's Position Title and Number</b>
<b>Work Schedule</b> <i>(i.e. Monday-Friday, rotating shifts, etc.)</i>	<b>Work Hours</b> <i>(i.e. 8:00 am-5:00 pm, etc.)</i>
<b># of Months Per Year</b>	<b>Full Time, Part –Time or Time-Limited</b>
<b>Department</b>	
<b>Position Overview</b>	
<b>Primary Purpose of the Organizational Unit</b>	
<b>Primary Purpose of the Position and Business Need for the Position</b>	

**For Position Status Change / Title Change ONLY – Must be completed**

Identify job task changes and/or organizational changes that have occurred.

**Description of Key Responsibilities and Related Competencies**

*Percentage of Time (must add up to 100%)*

**Key duties and responsibilities (list at least 3)**

**Competencies (Please review the competency profile for the classification for SHRA positions and list at least 3)**

**Education and Experience Required:** *What educational background is needed to perform these duties and responsibilities? What kind of work experience is needed?*

**License or Certification Required by Statute or Regulation:** *Is a license or certificate required? What kind and type?*

**Mandatory Personnel**

The University has identified “mandatory personnel” as employees who are required to report to work when classes are delayed, canceled or when the campus is closed. Mandatory personnel are employees designated to ensure the continuous operation of the University. These employees most often fall into the categories of law enforcement, facilities operations, housing, payroll, technical services, and certain other support services. Mandatory personnel who fail to report to work at the designated time during adverse weather and other emergencies may be subject to disciplinary action and/or required to charge missed hours to leave or leave without pay.

**Is this employee designated as mandatory personnel?**

**Please Check:                      Yes        or        No**

**On-Call**

“On-Call” which means when an employee must remain available to be called back to work on short notice if the need arises. On-call scheduling, sometimes referred to as on-call shifts are processes use where employee work schedules are intentionally unpredictable. Employees who work on-call are expected to be available at any time, usually with short notice, to carry out their working duties.

**Is this employee designated as on-call personnel?**

**Please Check:                      Yes        or        No**

**Emergency Callback**

**“Emergency Callback”** which means when an employee has left the work site and is requested to respond on short notice (either by returning to work or via telephone/computer) to an emergency work situation for the following reasons: 1. avoid significant service disruption; 2. avoid placing employees, students, or the public in unsafe situations; 3. protect and/or provide emergency services to property or equipment; OR 4. respond to emergencies with students or residents.

**Is this employee designated as emergency callback personnel?**

**Please check:                      Yes        or        No**

**Campus Security Authority (CSA)**

According to federal law, specifically, The Student Right to Know and Campus Security Act of 1990 (re-named the Clery Act in 1998), the UNC School of the Arts Police Department is required to report statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who has “significant responsibility for student and campus activities”.

An employee identified by federal law as a Campus Security Authority (CSA) is responsible for reporting certain crimes, as described in the Clery Act, that are reported to them by students and employees to the UNC School of the Arts Police Department. These numbers are then included in the federally mandated Clery Report, which is distributed to the campus each fall. An employee designated as a CSA is required to participate in the appropriate training.

**Is this employee designated as a Campus Security Authority?**

**Please check:                      Yes        or        No**

**Employee's Signature / Date**

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**Supervisor's Signature / Date**

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ADA CHECKLIST FOR PHYSICAL ACTIVITIES & REQUIREMENTS, VISUAL ACUITY, AND  
WORKING CONDITIONS OF THE POSITION

Title: \_\_\_\_\_

Position #: \_\_\_\_\_

**1. The physical activity of this position. (Please check all that apply)**

- A. Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- B. Balancing. Maintaining body equilibrium to prevent falling and walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- C. Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- D. Kneeling. Bending legs at the knee to come to a rest on the knee or knees.
- E. Crouching. Bending the body downward and forward by bending leg and spine.
- F. Crawling. Moving about on hands and knees or hands and feet.
- G. Reaching. Extending hand(s) and arm(s) in any direction.
- H. Standing. Particularly for sustained periods of time.
- I. Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- J. Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- K. Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- L. Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of upper extremities and back muscles.

- M. Fingering. Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- N. Grasping. Applying pressure to an object with the fingers and palm.
- O. Feeling. Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
- P. Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Q. Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the distinctions sound.
- R. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

**2. The physical requirements of this position. (Please check only one)**

- A. Sedentary work. Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- B. Lightwork. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- C. Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- D. Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- E. Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**HR Approval:**

<b>Approved: Classification:</b>			
<b>Position Number:</b>		<b>Position Designation:</b>	
<b># of Work Hours:</b>		<b># of Months per Year:</b>	
<b>Effective Date:</b>		<b>FLSA Type:</b>	
<b>Full Time:</b>	<b>Part Time:</b>	<b>Time- Limited:</b>	<b>Duration:</b>
<b>CUPA Code:</b>	<b>JCAT Code:</b>	<b>Census Code:</b>	<b>EEO Code:</b>
<b>IRIT # Category if EHRA:</b>		<b>IRIT Category Name:</b>	
<b>Additional Comments:</b>			
<b>HR Representative who reviewed/approved:</b>		<b>Date:</b>	
<b>Organizational Chart Attached:</b> <input type="checkbox"/>		<b>Analyst Notes Completed:</b>	

