

Staff Position Description



Instructions

The purpose of the Penn State Staff Position Description is to document the responsibilities of a position. It focuses on a specific position, providing details regarding the primary job duties, requirements, position scope, and supervisory responsibilities (if applicable).

The information provided in the Position Description correlates to a staff job profile and level, therefore, it is important that it accurately represents the way the position is currently/should be functioning. All sections of the position description must be completed. Incomplete or missing information may lead to an inaccurate reflection of the nature of the position and in the case of a classification review request, may delay the process.

Additional guidance can be found at hr.psu.edu/current-employee/compensation

Below are some points to consider when completing the Position Description:

- Consider the normal day-to-day responsibilities
- Use a factual and impersonal style
- Begin each task with a present tense action verb
- Write clear, concise, and complete sentences
- Base the content on the responsibilities and duties of the position
- Focus on key responsibilities critical to the position
- Use explanatory phrases telling why, how, where, or how often to add meaning and clarity
- When indicating the percentage of time spent on each duty, consider what is performed over a given period of time
- The percentages must total 100% and should not be smaller than 5% or greater than 50%
- Include expectations of a fully proficient incumbent meeting all position requirements

Do not...

- Cut and paste information from the job profiles, matrices, or any other reference tools
- Use narrative or first person form or any person's names
- Use unnecessary words that add "fluff" to the duty
- Base the content on what the person doing the job can or can't do
- Include one time, short-term assignments or an exhaustive list of all, minor, or occasional tasks
- Write the Position Description based on a desired classification outcome
- Write the Position Description as a procedure manual on how to do the position
- Utilize a template Position Description when positions have notable differences

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General Information (if applicable)

Employee Name:

PSU ID #:

Current Job Title:

Work Unit:

Position Number (if known):

Reporting Structure Information

Immediate Supervisor's Name:

Current Job Title:

Working Title:

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Position Summary

Position Summary: Please describe, in 2-4 sentences, the primary purpose of this position.

Primary Duties

Please list up to ten of the primary duties, based on percentage of time, from most to least. The percentages must total 100% and should not be smaller than 5% or greater than 50%.

1. Description:

New Duty % of Time

2. Description:

New Duty % of Time

3. Description:

New Duty % of Time

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4. Description:

New Duty % of Time

5. Description:

New Duty % of Time

6. Description:

New Duty % of Time

7. Description:

New Duty % of Time

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8. Description:

New Duty % of Time

9. Description:

New Duty % of Time

10. Description:

New Duty % of Time

If there is a specific business title for this role, please include it here:

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Supervisory Responsibilities

Indicate the type and scope of supervisory responsibilities that most accurately describe this job. *Select one.*

Direct Supervisor for Full-Time Employees: Direct authority to make decisions for full-time employees on the following: employee hiring, disciplinary action, starting salaries and increases; conduct employee performance evaluations. May also supervise part-time, student, and/or temporary workers or volunteers

Direct Supervisor for Only Part-Time, Student, and/or Temporary Workers or Volunteers: May recommend the following: hiring, disciplinary action, staffing assignments, and scheduling.

None: Does not have any supervisory responsibilities.

Number of Employees Supervised: 0 – 2 3 – 6 7 – 9 More than 10

Education Requirements

Indicate the level of education required and preferred for this position. *Please select one option for Required and one option for Preferred.*

Required	Preferred	Level of Education	Field of Study (if applicable)
<input type="radio"/>	<input type="radio"/>	High school diploma or GED	
<input type="radio"/>	<input type="radio"/>	Vocational or technical training or degree	
<input type="radio"/>	<input type="radio"/>	Associate's degree	
<input type="radio"/>	<input type="radio"/>	Bachelor's degree	
<input type="radio"/>	<input type="radio"/>	Master's degree	
<input type="radio"/>	<input type="radio"/>	Doctoral degree	
<input type="radio"/>	<input type="radio"/>	Not Applicable	

Please check the box if relevant experience may substitute for some or all of the education above.

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Other Requirements

Indicate certifications and licensures required and/or preferred for this position.

Required	Preferred

Work Experience

Indicate the level of experience required and preferred for this position. *Please select one option for Required and one option for Preferred.*

Required	Preferred	Level of Experience
<input type="radio"/>	<input type="radio"/>	Entry level position, no prior work experience required
<input type="radio"/>	<input type="radio"/>	1 – 3 years
<input type="radio"/>	<input type="radio"/>	4 – 7 years
<input type="radio"/>	<input type="radio"/>	8 – 10 years
<input type="radio"/>	<input type="radio"/>	More than 10 more years
<input type="radio"/>	<input type="radio"/>	Not Applicable

Type/Field of Experience:

Signatures

By signing below or typing my name below and sending this form via email, I am confirming that the information provided is accurate to the best of my knowledge.

Immediate Supervisor's Name or Signature:

Date:

By signing below or typing my name below and sending this form via email, I am confirming that I have reviewed the information provided and agree that it accurately reflects the content of the position

Unit HR Name or Signature (if applicable):

Date: