|  |  |
| --- | --- |
| Date: |  |
| Current Incumbent: |  |
| Current Employee ID: |  |
| Unit/Division: |  |
| Position Number: |  |
| Current Job Code Description: |  |
| Current Working Title: |  |
| Supervisor: |  |
| Approved Job Code Description:  (To be completed by SHR) |  |

Job Description

Template

For Represented Positions

Visit the “[Guide for Writing Job Descriptions](http://shr.ucsc.edu/forms/shr-1274.pdf)” for step-by-step instructions.

**Summary Statement:** Summarize the purpose and primary responsibilities for the position.

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**Supervision Received:** Indicate one level of supervision the incumbent will receive from the 5 levels below:

Close Supervision: The incumbent is assigned duties according to specified procedures and receives detailed instructions. Work is checked frequently.

Supervision: The incumbent performs a variety of routine work within established policies and procedures, and receives detailed instructions on new projects and assignments.

General Supervision: The incumbent normally receives little instruction on day-to-day work and receives general instructions on new assignments.

Direction: The incumbent establishes methods and procedures for attaining specific goals and objectives, and receives guidance in terms of broad goals. Only the final results of work are typically reviewed.

General Direction: The incumbent exercises wide latitude in determining objectives and approaches to critical assignments.

**Supervision Given:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Payroll Titles of Career**  **Employees Supervised:** | **Number of Employees:** |  | **Payroll Titles of Career**  **Employees Supervised:** | **Number of Employees:** |
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**Core Functions/Duties:** List 4-6 Core Functions of the position beginning with the largest percentage and ending with the smallest (to total 100%). List the associated Duties and Responsibilities under each function.

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| --- | --- | --- |
| **% of Time** | **E – Essential M -Marginal** | **Core Functions/Duties** |
|  |  | **Core Function:**  Duties/Responsibilities: |
|  |  | **Core Function:**  Duties/Responsibilities: |
|  |  | **Core Function:**  Duties/Responsibilities: |
|  |  | **Core Function:**  Duties/Responsibilities: |
|  |  | **Core Function:**  Duties/Responsibilities: |
|  |  | **Core Function:**  Duties/Responsibilities: |

**Qualifications/Competencies:** List required Qualifications and Competencies.

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| --- | --- |
| **Required / Preferred** | **Qualifications and Competencies** |
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**Special Conditions of Employment** (Statements identifying the fundamental *non-negotiable* jobconditions and/or requirements which an individual must meet to be *eligible* for the position. For example, the ability to pass a background check, work in a particular environmental setting, work a flexible or irregular work schedule, and/or possess a required degree, license or certification.) Visit the “[Guide for Writing Job Descriptions](http://shr.ucsc.edu/forms/shr-1274.pdf)” for an explanation of how to write Special Conditions of Employment.

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**All UCSC employees must** know and follow job safety procedures, attend required health and safety training, proactively promote safety at work, and promptly report actual and potential accidents and injuries.

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| --- | --- |
| Employee Signature: Date:  Supervisor Signature: Date:  Department Signature: Date: | Logo |