****

**POSITION INFORMATION**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Title** |  | | | **Incumbent** |  | | | | **Position #** |  |
| **Job Code** |  | **BCAT** |  | **Department** |  | | | | **FLSA Status** |  |
| **FLSA Type** |  | **Log#** |  | **FTE** |  | | **Pay Grade** |  | **Date** |  |
| **Essential Position? Please select one (See UNG Essential Personnel Policy)** | | | | | |  | | | | |

**POSITION REQUISITES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Uniform Required (Y/N)** |  |  | **Subject to Random Drug/Alcohol Testing? (Y/N)** | |  | **Telework Eligible? (Y/N)** | |  |
| **Credit Check Required (Y/N)** |  |  | **Offsite/Off-Hours Communication and/or Data Access Required? (Y/N)** | | | | |  |
| **P-Card Holder (Y/N)** |  |  | **Account String** |  | | | **Pos of Trust? (Y/N)** |  |

**GENERAL SUMMARY (concise overview – typically 1-3 summarizing sentences)**

|  |
| --- |
|  |

**DUTIES & RESPONSIBILITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Activity, Responsibility, or Duty *(7 lines max, but <10 is ok; each line must be no less than 5%)*** | **% Time** | **Essential Function?** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |

**REQUIRED JOB SPECIFICATIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **EDUCATION REQUIREMENT** |  | | | | | |
| **EXPERIENCE REQUIREMENT** |  | | | | | |
| **CERTIFICATIONS/LICENSES** |  | | | | | |
| **KNOWLEDGE, SKILLS, ABILITIES** |  | | | | | |
| **ADDITIONAL REQUIREMENTS** |  | | | | | |
| **TIME SPENT MOVING %** |  | **TIME SPENT STANDING %** | |  | **TIME SPENT SITTING %** |  |
| **CAMPUS SECURITY AUTHORITY (Clery) DESIGNATION? (Y/N)** | | |  | | | |

**SCOPE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **IMMEDIATE SUPERVISOR** |  | | **EXTENT OF SUPERVISION RECEIVED** | |  |
| **POLICIES/PROCEDURES** |  | | | | |
| **BUDGETARY RESPONSIBILITY** |  | | | | |
| **# of FT EMPLOYEES SUPERVISED** |  | **Home Campus Location** | |  | |

**BENCHMARKING**

|  |  |  |  |
| --- | --- | --- | --- |
| **SURVEY TITLE** |  | **Desk Audit Done? (N or Date)** |  |