Santa Rosa Junior College Job Description Worksheet

Your name: Your Job Title: Phone contact:

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| Brenda Dixon | Executive Assistant | 521-6957 |

The name of your department: Your primary work location: Your supervisor’s job title: Supervisor’s name:

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# I. POSITION SUMMARY

Please summarize the overall purpose of your position in one or two sentences. As a guide, you may want to highlight the single most important objective(s) for the job, or think of how you would explain your job to someone outside your work team.

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**II. QUALIFICATIONS**

In this section, please summarize the important education, experience (length and type), special training, and special abilities you believe should be required for a new person to be able to perform this job in a satisfactory manner. In other words, if you were hiring someone for this job, what background would you look for?

1. Formal education required for this job: 2. Length of direct experience required:

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3. Types of job experience and/or specialized training: 4. Equipment, tools, and aids you must be qualified to use:

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5. Special knowledge of specific work processes, systems, or subject matters: 6. Certificates or licenses required:

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**III. ESSENTIAL RESPONSIBILITIES**

List the major responsibilities of your position in order of importance, how are they performed, what results are expected, who is your customer, what technical, logistic, or interpersonal challenges are involved with completing the duty/responsibility, and other teams must you work with. As a general rule, a duty should only be listed if it takes more than 5% of your time. BE SURE TO LIST THE 3 MOST CRITICAL RESPONSIBILITIES FIRST.

1a. Major responsibility or duty. 1b. Steps, tasks, activities or processes used. 1c. Results and customer.

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1d. Technical or logistical challenges to complete this duty. 1e. other work teams involved.

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2a. Major responsibility or duty. 2b. Steps, tasks, activities or processes used. 2c. Results and customer.

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2d. Technical or logistical challenges to complete this duty. 2e. other work teams involved.

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3a. Major responsibility or duty. 3b. Steps, tasks, activities or processes used. 3c. Results and customer.

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3d. Technical or logistical challenges to complete this duty. 3e. other work teams involved.

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4a. Major responsibility or duty. 4b. Steps, tasks, activities or processes used. 4c. Results and customer.

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4d. Technical or logistical challenges to complete this duty. 4e. other work teams involved.

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5a. Major responsibility or duty. 5b. Steps, tasks, activities or processes used. 5c. Results and customer.

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5d. Technical or logistical challenges to complete this duty. 5e. other work teams involved.

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6a. Major responsibility or duty. 6b. Steps, tasks, activities or processes used. 6c. Results and customer.

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6d. Technical or logistical challenges to complete this duty. 6e. other work teams involved.

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7a. Major responsibility or duty. 7b. Steps, tasks, activities or processes used. 7c. Results and customer.

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7d. Technical or logistical challenges to complete this duty. 7e. other work teams involved.

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1. **ENVIRONMENTAL FACTORS AND WORKING RELATIONSHIPS**

A. This section identifies physical requirements and environmental considerations. Please check the items listed below with % or a .

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| 1. Regularity of work hours: |  | Bending-stooping-kneeling-crawling |  | Guiding power tools |  |
| Regular, per work schedule |  | Pushing, pulling, guiding materials |  | Operate equipment controls, levers |  |
| Evening meetings, enter frequency |  | Stand, walk on unstable surfaces |  | Operate heavy equipment |  |
| Over 45 hours |  | Lifting, > 25 pounds, list % of time |  | 5. Environment/health considerations: |  |
| On-call, enter frequency |  | Lifting, > 50 pounds, list % of time |  | Work near moving objects |  |
| 2. Work on a computer screen: |  | 4. Hand-eye-arm coordination: |  | Ventilation, airborne fumes |  |
| More than 50% of the time |  | Keyboarding, speed required |  | Noise/temperature extremes |  |
| 3. Physical movements and effort: |  | Assemble, connect small objects |  | Sharp objects |  |
| Mostly sitting, some walking & standing |  | Reaching, retrieving work materials |  | Infection or communicable disease |  |

B. Please estimate the time you spend working and communicating with others to accomplish your work?

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| --- | --- | --- | --- | --- | --- |
| Staff members in my department | % | Staff members in other departments | % | Students/faculty | % |
| Outside agencies for education | % | Community organizations | % | Vendors | % |

C. Leadership?

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| --- | --- | --- | --- |
| Total of all staff that you direct the work of: |  | # of staff that are directed by the work of staff who you direct the work of: |  |

**V. ADDITIONAL INFORMATION**

1. **Additional information and comments**. Please use this space for information you believe is important to conveying a good basic understanding of your job, yet may not have been covered in other sections of the worksheet. You may also use this section to share your thoughts or recommendations for career ladders, describe how this position has evolved in recent years, subject matter that you are known for, or items you believe are unique and not performed by others with this title.

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| Signature: | Date: |

**The Job Description Worksheet is a tool to assist you with writing or updating a description for a job classification. Your willingness to complete this form is greatly appreciated. Please forward this document to your supervisor by October 31, 2018. Your supervisor will complete a Supervisory Review Form and provide you with a copy of their comments prior to submitting the final documents to Human Resources (Attn: Brenda Dixon) by November 7, 2018.**