

**JOB DESCRIPTION**

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| **Employee Name** |       | **Department # / Name** |       |
| **Current Job Title** |  | **Current Working Title** |  |
| **Supervisor Name** |  | **Supervisor Title** |  |
| **Work Hours per Week** |  | **Position type / Ex/NonEx** |  |

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| **Position Summary** |
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| **Duties and Responsibilities Assigned to the Position.***List the duties in descending order of importance starting with the most essential duties. To add a row, highlight entire row, click on Table in the menu bar, then select insert rows above or below.* |
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| **% of Time** | **Frequency****(D, W, M, A)** | **Duties No.** | **Essential****(Yes/No)** | **Detailed Duties** |
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| **Qualifications for the Position: Experience, Skills, Knowledge, and Abilities.***Indicate the importance of each by designating it as required (R), desired (D), or will train (WT). In addition, for each item, indicate the corresponding essential function number from above.*  |
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| **Duties No.** | **Importance****(R, D, WT)** | **Skills, Knowledge and Abilities** |
| *e.g. I.* | *R* | *Experience in providing administrative support in a professional office.* |
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| **Special Conditions of Employment for the Position.***Chapman University requires that all new hires and existing employees moving into a new position have completed a successful background check. If this position requires additional checks or licenses, please check the appropriate box on the left.* |
| [ ]  | **Credit check** Positions that are managerial; involve regular access to confidential or proprietary information; have signatory authorization on a bank or credit card info with SSN and DOB; access to cash totaling ten thousand dollars or more; or can enter into financial transactions on behalf of the company | [ ]  | **On-call rotation duties**Positions that require employee to be available during on-call shifts. | [x]  | **Some evening and weekend work hours** |
| [ ]  | **DMV check** Positions that drive 500 miles or more per year in personal, Chapman-owned or rental transportation for business purpose. Or positions that involve driving a university-owned vehicle or electric cart. | [ ]  | **Different work shifts**Standard hours of the university are 8:00 a.m. to 5:00 p.m., Monday thru Friday. **Please list work schedule if different:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | [ ]  | **Grant funded.**Continued employment is dependent on continuing grant funding after specific end date. |
| [ ]  | **Occupational license or certification**Positions that require licenses for the job, such as nursing. **Please list: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |  | [ ]  | **Others, please list:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Type of Supervision Required for the Position.**  (Choose one; see detailed definitions of categories in guideline section) |
| [ ]  | Close Supervision  | [x]  | Supervision | [ ]  | General Supervision  | [ ]  | Direction | [ ]  | General Direction |
|  | Assigned duties based on specified procedures |  | Assigned routine duties within established policies and procedures |  | Develop own procedures to perform a variety of duties, or complex duties within established policies. |  | Develop departmental procedures to attain specific goals within established policies. Typically for directors and managers. |  | Formulate university-wide policies and goals, and establish procedures. Typically for senior staff. |
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| **Positions that are Supervised by this Position**      |

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| To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job by using these codes to complete the sections below:"**C**" = constantly, 6-8 hours/day; "**F**" = frequently, 3-6 hours/day; "**O**" = occasionally, up to 3 hours/day; and "**N**" = never. |
| **Physical requirements of the Job**: | **Mental Requirements of the Job**: |
|  Bending [neck] Bending [waist] Climbing Crawling Kneeling Pushing/Pulling Sitting Squatting Standing Twisting [neck] Twisting [waist] Walking  Handling Objects Using fine finger movements [manual dexterity] Reaching above/below shoulder [circle] Using foot controls [repetitive foot movement] Other      Must carry/lift loads of: [also select carry &/or lift] Up to 25 lbs [ ]  carry / [ ]  lift 25 - 50 lbs [ ]  carry / [ ]  lift over 50 lbs [ ]  carry / [ ]  lift |  Reading & Comprehending Writing Performing Calculations Communicating Orally Reasoning & Analyzing Other      **Environmental Working Conditions**: Is exposed to excessive noise Is around moving machinery/equipment Is exposed to variation in temperature &/or humidity Is exposed to dust, fumes, gases, chemicals, radiation or microwaves [circle] Is exposed to bio-hazards such as: blood borne pathogens, sewage, hospital waste, etc. Drives motorized equipment Walks on uneven ground Works in confined quarters Works in an elevated work site Is exposed to building construction Contact with water/liquids Uses special visual or auditory protective Other       |

I understand that I am responsible for adhering to the University Injury and Illness Prevention Program (SB 198 Guidelines) in performing the essential functions assigned on this job description. I understand that I am responsible for complying with and incorporating University safety policies and procedures into my job.

Employee Signature & Date Supervisor Signature & Date Department Head Signature & Date

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| **For Human Resources Use Only:** |
| New or Updated: |       | Approved Job Title: |       | Position Control No: |       |
| Approval Date: |       | Approved By: |       | Job Category: |  |
|  |  |  |  | FLSA Exemption: |  |