



# Professional Staff Position Description Form

## Instructions

Please provide the following information for the position to be reviewed or recruited for. All sections must be completed. For additional information and instructions related to completing this form, see Professional Staff Position Description Form guidelines, which can be downloaded from <https://hr.uw.edu/forms/>.

**NOTE:** This form works best when downloaded and completed in Adobe Acrobat rather than in a web browser.

## Position Identifiers

Proposed Job Profile (not working title) and grade

Major Organization

Home Department

Position Number, if applicable

Supervisor's Name

Supervisor's Job Profile (not working title)

Position Creation/Revision Date

## Current Employee Information (enter "vacant" if a recruitment)

Employee Name

Employee Identification Number (EID)

Current Job Profile (not working title)

## **Position Purpose, Complexities, Dimensions, and Impact to the University**

### **Position Purpose**

Describe briefly why the position exists and how it fits into the unit's overall operations.

### **Position Complexities**

Describe briefly the most demanding or difficult aspects of the position.

### **Position Dimensions and Impact to the University**

Describe how the position supports the University's primary objectives. Provide information on size of budget, number of students/customers ~~served~~.

## Position Responsibilities

Duties & Responsibilities. Identify the percent time spent on each major duty, listed in decreasing order of importance. The total job duties must equal 100% regardless of position's % FTE.

## Position Qualifications

The minimum level of **education required** is (SELECT ONE)

- ☐ Associate's Degree in
- ☐ Bachelor's Degree in
- ☐ Master's Degree in
- ☐ Professional Degree in

If Professional Certification or License is required, please specify

The minimum years of **experience required** are \_\_\_\_.

Can equivalent experience substitute for degree requirement?

Yes

No

Specify the type of experience **required** (if applicable)

Specify any education or experience beyond the minimums that would be **desirable** (if applicable)

## Working Environmental Conditions

## Other Comments

## Contacts and Interactions

Identify this position's **significant person-to-person work relationships or contacts** (e.g., contact with the President, not the President's assistant). Briefly describe the purpose of the contact and indicate the frequency of the contact.

| Position will have direct contact with<br>(check all that apply)                                                                                                                                                                                                 | Purpose of each contact checked | Frequency of contact<br>(select only one)                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Institutional Officers:<br><br><input type="checkbox"/> Regents<br><input type="checkbox"/> President<br><input type="checkbox"/> Provost                                                                                                                        |                                 | <input type="checkbox"/> Daily to Weekly<br><input type="checkbox"/> Weekly to Monthly<br><input type="checkbox"/> Less than Monthly<br><input type="checkbox"/> None |
| Major Leaders:<br><br><input type="checkbox"/> Vice Presidents<br><input type="checkbox"/> Vice Provosts<br><input type="checkbox"/> Deans<br><input type="checkbox"/> Heads of Major Org Departments<br><input type="checkbox"/> UW Medicine President and CEOs |                                 | <input type="checkbox"/> Daily to Weekly<br><input type="checkbox"/> Weekly to Monthly<br><input type="checkbox"/> Less than Monthly<br><input type="checkbox"/> None |
| Other Employees:<br><br><input type="checkbox"/> Department Chair<br><input type="checkbox"/> Faculty<br><input type="checkbox"/> Other Staff Members<br><input type="checkbox"/> Student Employees                                                              |                                 | <input type="checkbox"/> Daily to Weekly<br><input type="checkbox"/> Weekly to Monthly<br><input type="checkbox"/> Less than Monthly<br><input type="checkbox"/> None |
| Students:<br><br><input type="checkbox"/> Teaching<br><input type="checkbox"/> Counseling<br><input type="checkbox"/> Other (please specify)                                                                                                                     |                                 | <input type="checkbox"/> Daily to Weekly<br><input type="checkbox"/> Weekly to Monthly<br><input type="checkbox"/> Less than Monthly<br><input type="checkbox"/> None |
| <input type="checkbox"/> Patients<br><input type="checkbox"/> Customers                                                                                                                                                                                          |                                 | <input type="checkbox"/> Daily to Weekly<br><input type="checkbox"/> Weekly to Monthly<br><input type="checkbox"/> Less than Monthly<br><input type="checkbox"/> None |

|                                      |  |                                                                   |
|--------------------------------------|--|-------------------------------------------------------------------|
| General Public                       |  | Daily to Weekly<br>Weekly to Monthly<br>Less than Monthly<br>None |
| Outside Institutions / Organizations |  | Daily to Weekly<br>Weekly to Monthly<br>Less than Monthly<br>None |
| Vendors<br>Suppliers                 |  | Daily to Weekly<br>Weekly to Monthly<br>Less than Monthly<br>None |
| Others                               |  | Daily to Weekly<br>Weekly to Monthly<br>Less than Monthly<br>None |

Organization Information

Name and job profile of this position’s supervisor

Name and job profile of the supervisor’s supervisor

Others reporting to this position’s supervisor

|               |             |
|---------------|-------------|
| Employee Name | Job Profile |
| Employee Name | Job profile |
| Employee Name | Job profile |
| Employee Name | Job Profile |
| Employee Name | Job profile |
| Employee Name | Job Profile |
| Employee Name | Job Profile |

Employees Directly Supervised by This Position - see definitions on the following page

| Employee Name | Job Profile | FTE of Direct Reports | FTE of Indirect Reports |
|---------------|-------------|-----------------------|-------------------------|
|               |             |                       |                         |
|               |             |                       |                         |
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|               |             |                       |                         |
|               |             |                       |                         |

Total FTE of all direct reports:

*If an accommodation is needed in the completion and submission of this form, please contact the sponsoring unit.*

## DEFINITIONS

**Direct Report:** A direct report is an employee who reports directly to a manager, supervisor, or person in a leadership role. The manager is directly responsible for their performance, work assignments, and development.

**Indirect Report:** An indirect report is an employee who reports to someone who is a direct report of the manager. While the manager doesn't directly manage the indirect report, they are still responsible for their performance and the overall success of the team.

**Lead work definition:** A lead employee has delegated responsibility for training; assigning, organizing or scheduling work; and reviewing completed work assignments. A lead worker does not make hiring decisions, conduct formal job performance evaluations or have the authority to decide that a disciplinary action recommendation will be prepared.

**Supervisory definition:** A supervisor has the authority to hire staff, establish job performance standards, evaluate job performance, and take corrective action if performance is not acceptable. Supervisors are also responsible for training, assigning and scheduling work, and acting upon leave requests.