Instructions for Template

Before beginning: Check if your computer has the font Times. Then select all and change font to Times, if the font has changed to something else. Also, adjust all margins to 0.5 inches, this includes top, bottom, right and left. These adjustments will eliminate many spacing problems.

What is a template?

A computerized form that allows you to fill in the blanks and save under a new name in order to preserve the original form for future use by others.

Problem with the Job Description template:

When you are nearing the end of a page in the template, the program will not automatically carry over your typing onto the next page-- instead, it will give the illusion that your page is being lengthened. If you are not careful, you can lose everything that's been typed beyond the set length of the page, when printed out. In order to prevent this from happening, you can follow the paragraph markers which appear in the "Percent Time" column* of the template. When you see the last paragraph marker on the bottom left of each page, you'll know you are at the end of that page. Simply, use your mouse or arrow keys to reposition your cursor at the beginning of the next page, and then resume typing. Use PRINT PREVIEW to double check the spacing and layout of your text before printing. Cut and Paste may be used to correct any spacing or layout errors.

*Note: Be careful not to use the return key in the "Percent Time" column as this will disrupt the page length as well.

Printing:

Please do not print out the first or last page of the job description unless you wish to have a hard copy of the template instructions and Job Description definitions. Also, delete any unused "Essential Duties" pages. These actions will prevent unnecessary printing.

UNIVERSITY OF CALIFORNIA, MERCED
JOB DESCRIPTION

PERSONNEL OFFICE USE ONLY					
APPROVED PAYROLL TITLE	TITLE CODE	EFFECTIVE DATE	CBU: ERC:	DATE	INITIALS
NEW POSITION/REPLACEMENT		TEMP. RECLASS ( ) TEMP. STIPEND ( )		PROVISION NUMBER	

1. (x) Recruitment ( ) Review ( ) Reclassification ( ) Update of Job Description	2. a. SALARY RATE b. PERCENT OF TIME
3. EMPLOYEE NAME	4. CURRENT PAYROLL TITLE

5. DEPARTMENT/DIVISION	6. WORK LOCATION	7. WORKING TITLE (IF DIFFERENT)
8. NAME OF SUPERVISOR	9. SUPERVISOR'S PAYROLL	10. NAME OF DEPARTMENT

11. SUPERVISION/DIRECTION RECEIVED (see back page for definitions of categories)
Indicate the type of supervision the incumbent will receive after the training/orientation period.

Close Supervision ( ) Supervision ( ) General Supervision ( ) Direction ( ) General Direction ( )

12. NAMES OF EMPLOYEES DIRECTLY SUPERVISED	PAYROLL TITLE	FTE

13. GENERAL SUMMARY OF DUTIES / RESPONSIBILITIES

Retention: As long as job is active
71485-220
3380
SH2054R0992

14. ESSENTIAL DUTIES OF THE JOB		
PERCENT OF TIME (Time of all duties must add up to 100%)	**FREQUENCY (daily, weekly, monthly, quarterly, yearly)**	**ESSENTIAL DUTIES* (List in order of importance)**

***See back page for further explanation of these categories.**

15. NON-ESSENTIAL DUTIES OF THE JOB

PERCENT OF TIME	FREQUENCY (d,w,m,q,y)	NON-ESSENTIAL DUTIES

16. REQUIREMENTS:

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. Use these codes to complete this section: "F" for frequently; "O" for occasionally; "N" for not at all.

PHYSICAL

On the job the employee must:

( ) Bend ( ) Sit
( ) Squat ( ) Stand
( ) Crawl ( ) Walk
( ) Climb ( ) Push/Pull
( ) Kneel
( ) Handle objects (manual dexterity)
( ) Reach above shoulder level
( ) Use fine finger movements
( ) Other _____

Must carry/lift loads of:

( ) Light (up to 25lbs.)
( ) Moderate (25-50lbs.)
( ) Heavy (over 50lbs.)

MENTAL

On the job the employee must be able to:

( ) Read/comprehend
( ) Write
( ) Perform calculations
( ) Communicate orally
( ) Reason and analyze
( ) Other _____

ENVIRONMENTAL

On the job the employee:

( ) Is exposed to excessive noise
( ) Is around moving machinery
( ) Is exposed to marked changes in temperature and/or humidity
( ) Is exposed to dust, fumes, gases, radiation, microwave (circle)
( ) Drives motorized equipment
( ) Works in confined quarters
( ) Other _____

17. SPECIAL CONDITIONS OF EMPLOYMENT (Licenses, certificates, credentials, bondability, altered work schedules, furloughs, travel, ect.)

18.	19.	20.
_____	_____	_____
Employee's Signature	Supervisor's Signature	Department Head's Signature
_____	_____	_____
Date	Date	Date

DEFINITIONS

TYPE OF SUPERVISION RECEIVED:

Close Supervision- indicates that the incumbent is assigned duties according to specific procedures. Work is checked frequently, and in addition there may be formal training.

Supervision- indicates that the incumbent performs a variety of routine duties within established policies and procedures or by referral to the supervisor's guidelines.

General Supervision- indicates that the incumbent develops procedures for performance of variety of duties; or performs complex duties within established policy guidelines.

Direction- indicates that the incumbent establishes procedures for attaining specific goals and objectives in a broad area of work. Only the final results of work done are typically reviewed. Incumbent typically develops procedures within the limits of established policy guidelines.

General Direction- indicates that the incumbent receives guidance in terms of broad goals and overall objectives and is responsible for establishing the methods to attain them. Generally the incumbent is in charge of an area of work, and typically formulates policy for this area but does not necessarily have final authority for approving policy.

EXPLANATION OF AMERICANS WITH DISABILITIES ACT 1990 (ADA) REQUIREMENTS

ESSENTIAL DUTIES:
The Americans with Disabilities Act 1990 (ADA) requires employers to consider the essential duties of a job in evaluations and applicant's qualifications. An essential duty is any task which is a basic, necessary and integral part of the job. In addition, when considering essentiality, one must focus upon whether the duty is essential to this particular job and not to the department as a whole. Further distinctions between essential vs. non-essential duties are the following:

A. Are the duties required to be performed on a regular basis? If the duties are rarely performed, they may not be essential.

B. Is the duty highly specialized? The need for special expertise is an indication of an essential duty.

NON-ESSENTIAL DUTIES:
Duties that a peripheral, incidental or minimal part of the job are considered non-essential.
Further points to consider:

A. Would removing the duty fundamentally change the job? If not, the duty is non-essential.

B. Are there other employees available to perform the duty? If it is feasible to redistribute the work, the duty may be non-essential.