**POSITION DESCRIPTION UPDATE TEMPLATE**

**POSITION #:**

**EMPLOYEE NAME:**

**DEPARTMENT:**

**COMMENTS/SUMMARY**

*What action is being requested? Examples: Reclassification with salary increase. Are these duties new to the department? If not, list where they are coming from (include position #s if applicable).*

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| **Summary of Request:** -  |

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| --- | --- |
| **Current** | **Proposed** |
| Classification |   | Classification |  |
| Job Code # |  | Job Code # |  |
| Working Title |   | Working Title |   |
| Supervisor Position # |   | Supervisor Position # |   |
| Position **#s** Supervised  |   | Position **#s** Supervised |   |
|   |   |   |   |
|   |   |   |   |
|  |  |  |  |

**FOCUS STATEMENT**

**The character limit for this section is 500**. *Briefly describe the primary purpose or focus of this position. Focus statements are to be written in a concise, yet descriptive manner to articulate the summary of the position’s responsibilities. For example, “Performs professional accounting work for Athletics. Prepares financial statements, reports and recommendations for management planning.”* ***Generally, focus statements are no more than 2 or 3 sentences****.*

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| --- | --- |
| **Current** | **Proposed** |
|  |  |

**POSITION RESPONSIBILITIES**

**The character limit for this section is 1,325, including spaces.** *Provide a minimum of 3 and a maximum of 7 descriptions of the responsibilities performed by the position. List them in descending order of time allocation. Group similar responsibilities accordingly. Sentence tenses and punctuation need to be consistent and appropriate. Incorporate* ***action verbs*** *and get right to the point to explain what the position is doing. No responsibility may be less than 3% time allocation or more than 80%.*

| **Current Responsibilities** |  | **Proposed Responsibilities** |
| --- | --- | --- |
|  # | Time | Description |  | # | Time | Description |
| RE01 | % |   |  | RE01 | % |  |
| RE02 | % |    |  | RE02 | % |   |
| RE03 | % |  |  | RE03 | % |  |
| RE04 | % |   |  | RE04 | % |  |
| RE05 | % |   |  | RE05 | % |    |
| RE06 | % |   |  | RE06 | % |   |
| RE07 | % |   |  | RE07 | % |   |

**QUALIFICATIONS:** What other requirements are necessary for this position?

**Education/Experience -** Education/experience listed on a job classification specification is the minimum requirement. No position can have education/experience that is lower than the job classification specification; however, the education/experience may be approved higher than the job class spec if there is a business need justified for such. *To request a higher level of edu/experience, a department must submit documentation that articulates the business need for the change.* Compensation Services reserves the right to deny requests for an increased level of education/experience based on compliance standards.

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| **Education Level** | **Years of Experience** | **Experience Substitutable** | **Notes** |
| Select Education Level |  | Yes or No |  |

**Licenses & Certifications** - Is a specific license or certification (i.e. a driver’s license) required of this position to perform the **essential** responsibilities? If so, review the list of licenses and certifications documented in non-person profile. If the license or certification that is needed to be required is not found in the list, contact the assigned Compensation/Classification analyst for further instruction.

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***\*If competencies are not changing, this section is NOT required.***

**Competency Changes -** The number of competencies assigned to a position is technically unlimited. However, realize that for each competency that is assigned to a position, the incumbent will need to be evaluated on each one of them during the performance evaluation process (ePerformance). The average number of assigned competencies is generally between 12 and 20 for each position, but it depends on how the responsibilities are articulated. Also, competencies listed should be only what are required of a position to fulfill the documented duties as of the first day of hire.

***Proficiency level will be either Basic, Proficient, or Advanced*.**

The competency catalog can be found here: <https://hr.fsu.edu/sites/g/files/upcbnu2186/files/PDF/Competency-Catalogue.pdf>

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| --- | --- | --- | --- | --- |
| **Comp #** | **Name** | **Details** | **Rating** | **Action**(add/change/remove) |
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