

The University of Scranton
Position Analysis Form - Security & Maintenance Positions

Employee(s) Name(s):

Current Position Title:

Current Grade: _____ Department: _____

I. Principal duties and responsibilities:

(In addition, please indicate the approximate % of time spent performing each. If desired, some duties and responsibilities may be grouped and a composite percentage given).

NOTE: If a piece of equipment is used when performing a duty, please name the piece of equipment when describing the duty. Ex.: Type letters from rough draft using a word processor.

Approximate % of time

Duties and Responsibilities
(Please cite examples)

Duties and Responsibilities Continued - Use a separate sheet if you need more space.

Approximate % of Time

Duties and Responsibilities
(Please cite examples)

NOTE TO SUPERVISORS:

Place a check mark before each duty or responsibility listed above that you feel meets the essential function definition described below:

Under the Americans with Disabilities Act, it is necessary to identify the essential functions of each position. Essential functions may be termed essential because:

- * The reason the position exists is to perform them.
- * There are limited employees available among whom that function can be distributed.
- * The function is highly specialized so that the incumbent is hired for his/her specific experience or ability.

Sample of essential and other functions for a proofreader position:

Essential Functions:

Must be able to proofread manuscripts, etc.

Edits for grammar, typos, spelling, semantics, etc.

Other Functions:

Picks up and delivers manuscripts.

Orders materials.

Orients new proofreaders.

Answers the telephone.

II. Education Requirements

What is the **minimum level** of formal education and/or specialized knowledge required to meet the minimum requirements of this position? (Please check one.)

- Equivalent to a high school or GED diploma. Must be able to read, write, add, subtract and follow instructions. May be required to read gauges or other basic instruments; however, interpretation of those readings is not required.
- Must be able to add, subtract, multiply and divide to include workings with decimals and fractions. May be required to interpret results from the use of gauges and other adjustable measuring devices. May be required to use formulas, drawings, wiring schemes, specification and so forth and interpret results.
- Must have training equivalent to one to three years of applied skills training. (*List the areas of skills training needed*):

III. Experience Requirements

What amount of experience and/or on-the-job training is needed to meet **minimum requirements**? (Please check one.) (*Do not include education or time spent in training after competency has been reached*).

- Up to and including 3 months
- Over 3 months up to and including 12 months
- Over 12 months up to and including 3 years
- Over 3 years up to and including 5 years

Cite Examples:

IV. Independence of Action and Resourcefulness

What independent actions must the employee be able to assume in this position? How resourceful must the employee be based on the **complexity** of the position. (Please check one.)

- Normally, the employee is told what to do and has little choice in how to perform the job. The position entails following instructions and/or using basic equipment requiring little judgement.
- Some minor decisions may be needed to follow instructions. Some judgement is needed. Most procedures follow standard practices.

- Increase level of judgement is needed to perform the job. Such judgments may include planning and making decisions about the sequence or flow of the work. However, such decisions are made within standard procedures.

Cite Examples:

V. Physical Effort:

How much physical effort is required and how often is it performed? Does the job require working in uncomfortable positions? (Please check one.)

- Little physical effort is required
- Some light physical effort is needed
- Moderate physical effort is required
- Considerable physical effort is required

VI: Mental or Visual Demand:

What kind of mental or visual attention is required when performing this position? (Please check one.)

- Processes are basically routine and require minimal prolonged mental and visual work.
- The workflow has time breaks and is not continuous. Mental and visual concentration is required frequently but not continuously.
- The workflow is continuous and constant mental and visual concentration is required.

Cite Examples:

VII. Damage To Equipment:

What responsibility does the employee have for preventing damages to facilities, equipment or tools due to carelessness? What would be the likely dollar value of such damage for any one incident? (Please check one.)

- Little expense
- Moderate expense
- Reasonably high expense
- Very high expense

Cite Examples:

VI. Damage To Materials:

What responsibility do s the employee have for preventing damages to materials being worked on? Materials include anything that is being installed, moved, transported, printed and so forth. What dollar amount of damage could occur as the result of carelessness in any one operation? (Please check one.)

- Little damage
- Moderate damage
- Reasonably high damage
- Very high damage

Cite Examples:

VII. Personal Hazards:

Taking into consideration all of the safety devices made available, how hazardous is the job to the employees? What types of injuries are likely to occur should there be an accident? How likely is the occurrence of an accident? (Please check one.)

- Remote accident possibilities
- Minor cuts and bruises should an accident occur
- Injuries may result in lost time
- Injuries may result in incapacitation
- Injuries may result in death or total disability

Cite Examples:

VIII. Preventing Injuries To Others:

In the normal operation of this job, to what extent does the employee have to exercise special care to prevent injuries to others? What kinds of injuries to others might occur should there be an accident caused by careless performance of duties? (Please check one.)

- Little likelihood of injuries to others
- Injury to others can be prevented by reasonable attention. Injuries, should they occur, would be minor.
- Frequent attention must be given to prevent accidents. Injuries, should they occur, may cause lost time to others.
- Constant attention is needed to prevent injuries to others. Injuries, should they occur, would be serious causing incapacitation.

Cite Examples:

XI. Training and Supervision Given:

Does the employee have responsibility for training others and assigning and checking their work coincident with performing the duties of their job? (Please check one.)

- Responsible for own work or occasionally one person
- Responsible for 1 or 2 persons 50% or more of the time
- Responsible for more than 2 and up to and including 10 persons
- Responsible for more than 10 and up to and including 25 persons
- Responsible for more than 25 persons

XII. Contacts With Others:

What kinds of contact with others are required by the position? Do they involve providing information only or do they require persuasion or seeking information that needs to be interpreted? The levels of contacts within the organization should also be taken into consideration. (Please check one.)

- Little or no contacts except with immediate associates or supervisor.
- Contacts within the department on routine matters or occasional contacts with other departments or outside the University furnishing information requiring only ordinary courtesy and tact.
- Regular contacts with subordinates and/or other departments furnishing or obtaining information or reports, discussion of controversial subjects requiring tact to avoid friction and obtain cooperation. Contact outside the University where improper handling may affect results but where the primary responsibility rests with the next

higher level of supervision.

- Outside or inside contacts involving carrying out University policy and programs and the influencing of others where improper handling will have a marked effect on operating results. Contact involving persons of substantially higher rank on matters that require explanation, discussion, persuasions and obtaining approvals.

List the title(s) of individuals with whom the person in this position has contacts (face-to-face, telephone, correspondence, etc.) and the nature of those contacts (furnishing information, discussion, persuasion, etc.)

Titles of Contacts	Nature of Contacts	Examples
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

XIII. Disclosure of Confidential Information:

What confidential data is handled or available in the normal exercising of duties of the position and what would the result be if that data were disclosed inadvertently? Consider the character of the data, the degree to which the full import of the data is apparent to the employee and whether disclosure would affect internal relationships only or external as well. What integrity and discretion are needed by the employee? This factor measures inadvertent disclosure or the lack of proper judgement in handling confidential data. (Please check one.)

- Little or no confidential data is handled.
- Disclosure would be negligible. Works occasionally with some confidential data however the full import of the data is not apparent in the routines performed. *For example, budgets (without salary data).*
- Disclosure might have adverse internal or minor external effects. Regularly works with some confidential data. *For example, wage and salary rates, confidential investigative reports, etc.*
- Disclosure might be detrimental to the University's interests. Works regularly with confidential data of major importance. *For example, development plans, planned property acquisitions etc.*

Cite Examples:

XIV. Working Conditions:

Under what working conditions is the job performed? Are there negative factors such as cramped office location, heat, cold, noise, dirt, inclement weather and so forth? *Since stress is difficult to measure and affects people differently it is no considered here. Please check one.*

- Excellent working conditions
- Good working conditions even though there may be occasional exposure to one of the elements listed above.
- Disagreeable working conditions frequently
- Disagreeable working conditions continuously

Cite Examples:

Organizational Chart

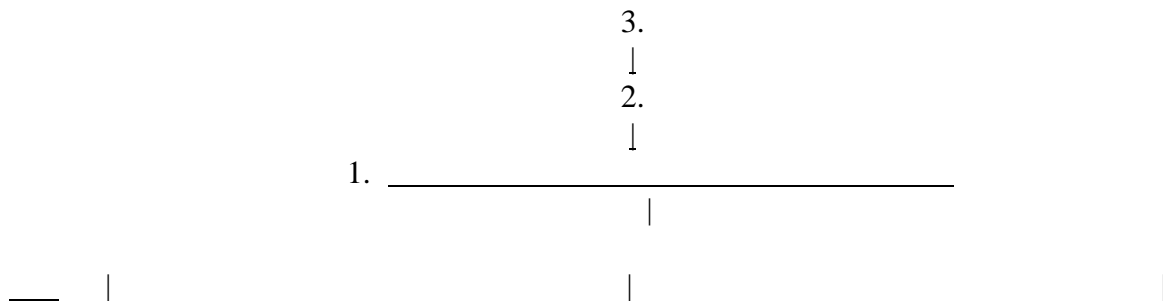
Complete as follows:

Line #1 - Title of this position and name of incumbent.

Line #2 - Name and title of immediate supervisor.

Line #3 - Name and title of supervisor's supervisor.

Lines #4A, #4B, and #4C - If applicable, the number of full-time and/or part-time employees under the **direct supervision** of this position. For this section, supervision is defined as assigning work to, and checking the work of others. It also implies hiring and dismissal authority. *NOTE: Only **one position** within a particular department will receive credit for supervisory responsibility.*



4A. Employees

4B. Custodians

4C. Other

No. of _____

No. of _____

No. of _____

Additional Remarks - Please provide any additional position descriptive informative material that

you feel is relevant.

Form Prepared By:

— (signature) (date)

Supervisor/Manager: _____

- (signature) (date)

Divisional VP: _____

(signature) (date)

NOTE: In order to proceed with the re-classification process, this form must be signed by the Divisional VP.

Revised July 23, 2003