

# Radford University Employee Work Profile

## Position Description for Classified Employees

Date Prepared: \_\_\_\_\_

### Position Identification Information

Position Number:	Department:		
Role Title:		Role Code:	Pay Band:
Position's Working/Functional Title:			
Supervisor's Position Number:	Supervisor's Functional Title:		
Supervisor's Role Title and Role Code (required for supervisors who are classified employees)			

### To be completed by Human Resources

FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	EEO Code:
SOC Title & Code:	
Level Indicator: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager	Work Location: 750
Occupational Family:	Career Group:

### Job Summary

**Chief Objective of Position:** A brief description of the reason the position exists. This statement should capture the most important service or product expected from the employee in the position.

**Major Responsibilities of the Position** (In priority order – Job tasks and duties noted are essential unless otherwise noted as marginal duties.)

Percent of Time	Description of job tasks/responsibilities

**What work actions and/or decisions does the employee make without prior approval from the supervisor?**

**Describe the level of leadership and/or supervision provided to others within the department and/or the university that is expected of the employee in this position.**

**Number of classified employees this position supervises:**

**Knowledge, skills, abilities and/or competencies required to successfully perform the work.**

**Education, Experience, Licensure, Certification required for entry into the position.**

**Supervisor's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Employee's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**An organizational chart is required to be submitted.** The Department of Human Resources will accept organizational charts submitted electronically in WORD format. This allows the department to create their own chart and submit as an attachment to an email message directed to [pers-web@radford.edu](mailto:pers-web@radford.edu).

Within the organizational chart, show only the role title, the functional/working title, and the position number. Please do not submit with employees' names.

**The Position Requirements Worksheet is required to be submitted.** For compliance with the Americans With Disabilities Act (ADA), each time a new Employee Work Profile (EWP) is submitted a new *Position Requirements Worksheet* is also required. By attaching the worksheet to all EWPs it ensures Human Resources has on file the most current and up-to-date information available from the department. In many instances, the information on the worksheet may not change but it is important to at least document, with a current date, that the department has reviewed the information for accuracy.

## Radford University Position Requirements Worksheet

Position Number:	Position Role:
Date:	Completed By:

***To be completed by position supervisor and reviewed with incumbent and/or position applicants.***

I. **DEGREE OF PHYSICAL ACTIVITY:** Indicate the statement that best describes the requirements of the position.

- Sedentary Work** (Equivalent to lifting approximately ten pounds with occasional lifting and/or carrying small objects. While mostly done sitting, a certain amount of walking and standing is necessary.)
- Light Work** (Lifting approximately 20 pounds with frequent lifting and/or carrying objects weighing up to ten pounds. May involve significant amounts of walking, standing, pushing, pulling or sitting.)
- Medium Work** (Equivalent of lifting approximately 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds.)
- Heavy Work** (Equivalent to lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.)
- Very Heavy Work** (Equivalent to lifting more than 100 pounds with frequent lifting and/or carrying of objects weighing up to 100 pounds.)

II. **PHYSICAL REQUIREMENTS:** Mark all job-related requirements associated with an essential duty with an "E" and those associated with marginal tasks with an "M."

	<b>E or M</b>	<b>Requirement</b>	<b>Comments</b>
_____		Bending	
_____		Climbing	
_____		Crouching	
_____		Crawling	
_____		Fingering (typing/keyboarding, etc.)	
_____		Kneeling	
_____		Lifting	
_____		Reaching	
_____		Sitting (prolonged periods)	
_____		Standing (prolonged periods)	
_____		Stooping	
_____		Visual Inspection (close)	
_____		Walking (prolonged periods)	
_____		Other	

III. **ENVIRONMENTAL CONDITIONS:** Indicate the statements that best describe the overall physical/environmental conditions of the position's work location.

- Not substantially exposed** to adverse environmental conditions. Typical of most clerical and administrative positions.
- Subject to **inside environmental conditions.** Protected from weather conditions but not necessarily from temperature changes (e.g., warehouse workers).
- Subject to **outside environmental conditions.**
- Subject to **extreme cold.** Temperatures below 32 degrees F for periods of more than one hour.
- Subject to **extreme noise** sufficient to cause the worker to shout in order to be heard above the ambient noise level.
- Subject to **extreme vibrations** involving exposure to oscillating movements of the extremities and whole body.
- Subject to one or more **atmospheric conditions** that affect the respiratory system or the skin such as fumes, odors, dusts, mists, gases, or poor ventilation.
- Subject to **hazards** including moving mechanical parts, electrical current, working or scaffolding in high places, exposure to extreme heat, chemicals, oils, solvents, asbestos, or radiation.
- Other (describe).

IV. **MENTAL AND COGNITIVE REQUIREMENTS:** Mark all job-related requirements associated with an essential duty with an "E", and those associated with marginal tasks with an "M."

E or M	Requirement	Comments
_____	Analyzing	
_____	Interpersonal relations	
_____	Logical problem solving	
_____	Reasoning	
_____	Reading	
_____	Remembering	
_____	Verbal Communication	
_____	Written Communication	
_____	Other (describe)	

Note: The position requirements outlined in this worksheet are worded in a non-technical manner to facilitate communication between supervisors and employees/applicants. Essential functions are specifically set forth in the Radford University Employee Work Profile (EWP) form.

REQUIREMENTS MAY BE SUBJECT TO POSSIBLE MODIFICATIONS TO REASONABLY ACCOMMODATE PERSONS WITH DISABILITIES.