



UNCLASSIFIED POSITION DESCRIPTION

Title: UNCLASSIFIED POSITION DESCRIPTION

Department/Office: HUMAN RESOURCES

Position Summary

Provide two or three sentences summarizing the major purpose of the position in other words, "Why does this position exist?"

Duties and Responsibilities

Essential Duties: *These are the basic job duties that an employee must be able to perform, with or without reasonable accommodation(s). Briefly describe a maximum of 10 duties and the approximate percentage of time performing each. The percentage of time for each duty should be at least 5% and no greater than 40%. The total of time must equal 100% and must include 5% allocated as "Other duties as assigned."*



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Position Details

Position Number:			Functional Position Title:	
System Job Code:			System Job Title:	
Org Code:			Department Name:	
Position Number of Time Approver			Organization Code:	
FLSA Status:		<i>For HR Use</i>	Salary:	

Minimum Qualifications

Required Education:

Check the minimum level of education required to perform the job. Indicate the field of study required or acceptable.

Degree:	<i>Bachelor's</i>	<i>JD</i>	<i>Master's</i>	<i>Other:</i>
<i>PhD</i>				
Field(s) of Study: <i>N/A</i>				
Certifications/Licenses Required: <i>N/A</i>				

Required Experience:

Required Knowledge, Skills & Abilities:



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List up to 10 specific (KSA's) required for the successful performance of this position.

Preferred Qualifications

Indicate any education, experience or skills beyond the stated required level that may be given special consideration.

Preferred Education:

Bachelor's	Master's	PhD	JD	Other:
Field(s) of Study				
Certifications/Licenses Required:				

Preferred Experience:

- Banner
- HigherEd
- HR Training
- Civil Service experience

The following apply to all positions within Nunez Community College.

Ability to work in excess of 40 hours a week, which may include nights and weekends

Ability to view a computer screen for long periods of time

Ability to function in a high-pressure, stressful environment and meet stringent deadlines

Ability to operate a computer and standard office equipment

Ability to travel as required and work at different locations if it becomes necessary

Physical and Mental Demands

Indicate below the approximate percentage of time an incumbent would spend doing the activities listed in the table below:

	Minimally (up to 10% of the time)	Occasionally (10% to 25% of the time)	Regularly (25% to 50% of the time)	Frequently (> 50% of the time)
Bend		X		
Carry/Lift < 10 lbs.			X	
Carry/Lift < 25 lbs.		X		
Carry/Lift < 100lbs.	X			
Climb	X			



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Crawl	X			
Drive			X	
Push/Pull		X		
Reach		X		
Sit			X	
Squatting/Kneeling		X		
Stand				X
Twist	X			
Work above Shoulder	X			

Disclaimer

The purpose of this job description is to provide a representation of the types of duties and responsibilities that will be required of this position. It is not to be construed as a declaration of the total scope of duties and responsibilities which may actually be performed. Employees in this position may be directed to perform job-related tasks other than those specifically presented herein.

Position Description Certification

Position Description Department Head	Type or Print Name	Type or Print Name	Date:
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Approvals

Chancellor	Signature
Human Resources Director	Signature
Chief Financial Officer	Signature