

## **Guidelines for completing unclassified position descriptions**

The following instructions will assist you in preparing the LSUHSC – New Orleans Campus' Unclassified Position Description Form. Please refer to the attached sample position description for guidance.

- **College/Div.-Dept:** The colleges are actually the Schools of Allied Health, Dentistry, Medicine, Nursing, and Graduate Studies. The divisions are the Office of the Chancellor, Administration and Finance, and Academic Affairs. This is the section in which the name of the department should be entered following the College. For example: Allied Health - Human Development Center, Dentistry - General Dentistry, Medicine - Neurology, or Nursing - Adult Nursing.
- **New:** Check this box to indicate a request for a new position.
- **Update:** Check this box to indicate a change in a position which is not significant enough to require a change in titles. Updates are done when positions become out-of-date, when duties have been added or changed, when a position is vacant and the qualifications may need adjustment, or when a new salary range is identified.
- **Master Job Description:** Check this box to indicate a position which will be used to describe a group of positions that are virtually identical.
- **Department (PeopleSoft Code):** Supply the seven digits of the PeopleSoft department location code for the account number.
- **PeopleSoft Position Number:** If the position is an update, provide the PeopleSoft position number that is equivalent to the Position Inventory Number. If you are unsure about the number, please leave it blank or contact HR for assistance. For all new positions, this number will be assigned and returned to you with a copy of the position description, once it is approved.
- **Position Inventory Number:** Usually requires a single entry of a ten-digit number. The first two digits indicate the year that the number was assigned. The third through seventh digits indicate the account number of the department. The eighth through tenth digits are sequence numbers that are used in accounting for the number of positions in a department. This number is no longer a requirement.
- **Request System Title (Working Title):** System assigned title, which will be used to identify the position in its proper classification. Multiple titles may be requested when duties are split between several titles. Please indicate any working titles in parenthesis. Example: Clinical Associate (Registered Nurse) or Manager of Medical Services Area (HIV Program Manager).
- **% Effort Per TC:** State the percentage of the working time required to perform the duties assigned to the position. If the position has only one title – 100%, if more than one title – the position's title's % effort must sum to 100%. All unclassified position descriptions are written at 100% effort.

- Proposed Base Salary: Enter the proposed base pay salary range for positions with established ranges. For any position in which you are requiring a range that is different from established ranges or unknown ranges, please contact Human Resources for an analysis of the range.
- Proposed Supplement, if applicable: For positions where supplemental pay will be provided, enter the proposed supplemental salary range. For positions where supplemental pay will not be provided, enter \$0.
- Proposed Total Salary: Enter the sum of the proposed base and supplemental pay ranges for total compensation.
- Source of Current Funds: Check the appropriate box(es) for the correct source of funds for the position.
  - State funds are part of the general state appropriation. These are unrestricted funds available for general purposes within the institution.
  - Auxiliary funds are funds generated by the Auxiliary Enterprises of the Health Sciences Center.
  - Federal funds are funds provided by the federal government, which are not part of a grant or contract.
  - Grant/Contracts are funds directly linked to a specific contract or grant and their expenditure and purpose is regulated by the terms of the grant or contract.
  - Restrictive funds originate from sources, which will exclude grants, contracts, and state and federal appropriations.
- Incumbent: Indicate if the incumbent of the position is a previous or current incumbent. Provide the name of the person and title currently assigned to the position being described, or if the position is vacant, provide the name and title of the previous incumbent. Leave space blank for new position requests.
- Type of Unclassified Position: Refer to the following listing and check on the appropriate box.
  - Teaching – Professor, Associate Professor, Assistant Professor, Instructor, and the following positions if teaching is part of the duties listed.
    - Clinical Associate, Research Associates, Postdoctoral Researcher, Librarian, Associate Librarian, Assistant Librarian
  - Executive – Primary duty must be managing the organization, a customarily recognized department or subdivision of the Health Sciences Center. Examples: Chancellor, Vice Chancellor, Dean, Assoc and Asst Deans, Director.
  - Professional – Perform work requiring advanced knowledge through learning in the field of science, education, or other specialized areas. Examples: Nurse Practitioner, IT Analyst, Safety Officer, User Services Analyst, Internal Auditor, Editorial Consultant.
  - Administrative – Perform non-manual or office work where discretion and independent judgment are required. Examples: Manager of Services/Medical Services Area; Business Manager.
  - FLSA – Check the appropriate Fair Labor Standards Act status for the position. All unclassified positions are Exempt FLSA, which indicates that compensation of the incumbent is not regulated by the overtime provisions of the FLSA.

- Position Description Certification: Person completing the position description must sign certifying the accuracy of the duties, responsibilities and qualifications requested on the job description.
- Approved By: Four signatures must be present to indicate the levels of review and approval. The date of each signature should be supplied in the space provided.
- For System Office Use: This is required for certain positions only. These positions will be determined by the Vice Chancellor and/or Chancellor and final approval will be indicated by the appropriate signatures. The LSU System's Director is authorized to sign for the President.
- Position Duties: Begin with a brief paragraph or statement that provides an overview of the primary function and purpose of the position. This introductory paragraph serves as a "mission statement". The work location and the level of supervision received or exercised should be included in the mission statement along with any general characteristics of the complexity and size, scope of responsibility.

Follow the mission statement with a listing of specific duties and responsibilities. Align each specific duty with a percentage of effort required to perform the task or responsibility described.

Enter the % of time the duty is performed to the left of the duty listed. The total percentage of the duties must sum to 100%.

- Supervised by: State the title of the person responsible for supervising the position being described.
- Supervisor of: Supply the titles and number of employees who will be supervised by the position being described.
- Qualification Requirements: In this section a minimum level of education and experience is established, necessary to adequately perform the job described. Qualification requirements typically indicate the type of degree, the major fields of study in which the degree was earned, and years of general experience related to the work to be performed. Specialized experience, licensure, or certification should be clearly stated if needed to perform the job.
  - Required – Refers to the most basic level of post secondary education and related experience necessary to qualify for the position.
  - Desired – Refers to a level of post secondary education and professional level experience which would be most ideal for the position to be filled.
- Physical and Mental Demands: To satisfy legal requirements, physical and mental demands such as the ability to communicate effectively to a diverse group of personnel, ability to work in excess of 40 hours a week when necessary, ability to prioritize accordingly, ability to handle small animals such as rats, ability to sit for extended periods of time and to view data, the ability to operate computer keyboard and standard office equipment, the expectation of travel, etc. that are essential parts of the job should be described. For samples, please visit the compensation website at <http://www.lsuhs.edu/no/administration/hrm/compensation/ada.aspx>.

# Sample Position Description

## LSU HEALTH SCIENCES CENTER – NEW ORLEANS CAMPUS POSITION DESCRIPTION FORM

College/Div--Dept: Medicine | Anatomy  New  Update  
 Department (PeopleSoft Code): NO11010000  Master Job Description  
 PeopleSoft Position Number: (1) 00012345 (2) \_\_\_\_\_ (3) \_\_\_\_\_  
 Position Inventory Number: (1) 9941010001 (2) \_\_\_\_\_ (3) \_\_\_\_\_  
 Request System Title: (Working Titles) \_\_\_\_\_ % Effort Per TC  
Research Associate - 731 \_\_\_\_\_ 100

Proposed Base Salary: \$24,364 To \$42,636  
 Proposed Supplement, if applicable: \$0 To \$0  
 Proposed Total Salary: \$24,364.00 To \$42,636.00

Source of Current Funds:  State  Auxiliary  Federal  Grant/Contract  Restrictive  
 Appropriated Unrestricted

Incumbent:  Current  Previous

John Smith Research Associate  
 Employee Name Position Title

Type of Unclassified Position:  Teaching  Executive  Administrative Officer  Professional  
 Non-Exempt FLSA  Exempt FLSA

### POSITION DESCRIPTION CERTIFICATION

I certify that the mission, function, and duties stated in this position description are a true and accurate representation of the work to be performed. I understand that misrepresentation in this position description may result in disciplinary action against me, up to and including termination.

Jane Doe Associate Professor 6/1/11  
 Signature of position description's author Title Date

**Approved By:**

\_\_\_\_\_ Dept. Head Date \_\_\_\_\_  
 \_\_\_\_\_ Dean/Director Date \_\_\_\_\_  
 \_\_\_\_\_ Personnel Officer Date \_\_\_\_\_  
 \_\_\_\_\_ Chancellor Date \_\_\_\_\_

### FOR SYSTEM USE ONLY

Assigned System Title(s): \_\_\_\_\_ TC# \_\_\_\_\_  
 \_\_\_\_\_ TC# \_\_\_\_\_

Approved By: \_\_\_\_\_  
 \_\_\_\_\_ President \_\_\_\_\_ Date \_\_\_\_\_

**POSITION DUTIES: (List all duties/responsibilities and % of time spent on each)**

Functioning somewhat independently, incumbent assists with and conducts laboratory experiments on research projects within well-defined guidelines; keeps abreast of current publications relative to methods, techniques, and developments within area of research; collects, prepares, and analyzes specimens (or animal subjects); evaluates results of (or response to) process; summarizes data; may provide supervision and guidance to junior level technicians.

Specific examples of work (duties):

- 30% - Collects, prepares, analyzes, dissects, and evaluates specimens and/or tissue cultures.
- 25% - Assists in making chemical analyses of body fluids and tissues; performs venipuncture and obtains blood specimens.
- 15% - Weighs and anesthetizes laboratory animals for experiments and maintains records on such animals relative to feeding and physical condition.
- 10% - Operates laboratory equipment; contributes to laboratory maintenance.
- 10% - Performs a variety of assays, tests, and studies of a routine nature.
- 5% - Performs calculations to complete research test results; collates data; performs statistical analysis of lab results and maintain notes and log or computer database; performs basic procedures for computer assisted data analysis.
- 5% - Assists in small animal surgery.

**Supervised By:** Associate Professor  
*Title of Supervisor*

**Supervisor of:** Student Worker (1)  
*Titles of Employees Supervised and Number Supervised*

**Qualification Requirements**

**Required:**

Bachelor's in a basic or health science.

**Desired:**

Laboratory experience

**Physical and Mental Demands**

- Must be able to accurately measure reagents at the micro liter and microgram level.
- Must be able to calculate the amount of reagents needed based on molarity.
- Must be able to carry flasks of media and 4L bottles of reagents.
- Must be able to operate both confocal and light microscopes.