



Office of Human Resource Management

UNCLASSIFIED POSITION DESCRIPTION COMPLETION GUIDE

This is a reference document only – Unclassified position descriptions are now completed online in the PeopleAdmin site. While the format is different, similar information is required.

Position Details

This section contains position identifying information. Complete the following sections:

Position Number

The 8-digit number beginning with "000" that identifies the position in the PeopleSoft system.

Functional Position Title

This may or may not be the same as the System Job Title described below. The Functional Position Title describes the position more fully than the System Job Title.

Example: The System Job Code "416" corresponds to Job Title "Staff Accountant", but the Functional Position Title may be Accountant 1 or Accountant 2.

System Job Code

The 3-digit code assigned to the System Job Title that is associated with the position.

System Job Title

The established job title associated with a particular System Job Code.

Department Number

The primary department number where the incumbent will be working.

Department Name

The name of the department where the incumbent will be working.

College/Division

Colleges are: Schools of Allied Health; Dentistry; Medicine; Nursing; Public Health; Graduate Studies
Divisions are: Office of the Chancellor; Finance; Administration; Academic Affairs; Clinical Affairs

Reports to Position Number

The Position # associated with the incumbent's direct or primary supervisor.

Reports to Position Title

The Functional Position Title of the incumbent's direct or primary supervisor.

No. of Direct Reports to this Position

The number of employees that report directly to this position.

No. of Indirect Reports to this Position

The number of employees that report into the position's Direct Reports. For example, a Director supervising 3 Managers, each of whom has 4 direct reports, would have a total of 12 indirect reports. This should also include indirect reports into that and subsequent levels.

Salary Grade

This section is for Human Resources use only.

FLSA Status

This section is for Human Resources use only to be used for classification under the Fair Labor Standards Act.

Position Summary

In two or three sentences, summarize the position's primary purpose or contribution to the department or University. This is not a list of duties. The key here is to be brief yet descriptive. Simply characterize why the position exists.

Examples:

IT Analyst 1: Working under close supervision and direction from more experienced analysts, the incumbent provides on-site IT support to the Human Development Center Building. The scope of support activities include end-user technical support, local area network (LAN), wireless, IP telephone support, simple application and database development and support, system installation and administration, audio-visual and videoconferencing.

Benefits Manager: Under broad supervision, the incumbent plans, organizes, directs and controls the administration of employee benefits programs offered by LSU Health.

Coordinator: Under general direction, the incumbent provides professional level support by implementing and reporting on key components of the activities and services performed by the department.

Duties and Responsibilities

Essential Duties

These are the basic duties that a position is accountable for, with or without reasonable accommodation(s). This list is not meant to be all inclusive, describing every detail of the position. It should encompass those duties related to major performance requirements of the position. 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 percentage of time must equal 100% and **must include 5% allocated as "Other duties as assigned."**

To clearly and concisely describe duties, it is best practice to begin sentences with an action verb. Please refer to "Glossary of Action Verbs" posted on the Human Resources/Compensation webpage for a list of action verbs and definitions.

Minimum Qualifications

Indicate the minimum qualifications necessary to perform this job. Consider qualifications necessary for successful performance in this position, not the qualifications of a specific individual.

Required Education

Check the box for the minimum level of education required to qualify for the position. This should be the level of education required to perform the job at a competent level.

In the **Field(s) of Study** section indicate any specific field or fields of study that are required or acceptable.

Examples: Business, Management, Finance, Accounting, Biology, Neuroscience, Health Care Administration, Child Development

In the **Certifications/Licenses Required** section list any certifications or licenses required to perform the job or work in the specific field.

Examples: Special Education Certification, Registered Nurse, Licensed Occupational Therapist, Medical Technologist, MD, etc.

Required Experience

Indicate the specific minimum number of years (not a range) and the type of experience required to perform the job, assuming the incumbent has met the minimum education requirements.

Examples:

Three years of research experience in a Molecular Biology laboratory

Five years of professional level Accounting experience, with at least two of those years in a supervisory role

Indicate any combination of specific experience, training and education that may be **substituted** for the required education or experience.

Example: A Master's degree may be substituted for 2 years of the experience requirement.

Required Knowledge, Skills & Abilities

List up to 10 specific types of Knowledge, Skills, and/or Abilities (KSAs) required for the successful performance of this position. You may refer to the "Position Description (Unclassified) – KSAs" posted on the Human Resources/Compensation webpage for specific examples. The KSAs listed are not an exhaustive list. There may be others that apply to your specific position. List only those KSAs that differentiate levels of performance in the position. For each KSA, indicate the level of proficiency needed. Use one of these levels: Advanced, Proficient or Basic

NOTE: Candidates for positions must meet all of the required / minimum qualifications stated in the position description to be considered for a role.

Preferred Qualifications

This section is broken out into Education, Experience and KSAs, much like the "Minimum Qualifications" section. Indicate any education, experience or skills beyond the stated required level that may be given special consideration. Specifying Preferred Qualifications is not required.

Physical and Mental Demands

This section is required for compliance with the Americans With Disabilities Act (ADA).

The first set of 6 Physical and Mental Demands apply to all positions within LSU Health and cannot be changed.

The chart that follows lists activities that an incumbent may have to perform at various degrees of frequency. Check the box in the columns to the right indicating the approximate percentage of time an incumbent would spend doing each of the activities.

The last list in this section primarily pertains to research or clinical positions. Check the box preceding any of the statements in the list that may apply to the position.

Disclaimer

The disclaimer statement must be included on all position descriptions.

Position Description Certification

The name and signature of the person who wrote the Position Description. The author's name should be typed in the electronic copy or legibly printed on a hard copy of the description. The author should sign and date the description in the spaces provided.

Approvals

The Description needs to be approved by the Department Head, Dean or Director, Human Resources and the Chancellor. The individual's name should be typed or printed and the hard copy needs to be signed and dated by the designated authority.