# Position Description Template

Optional

The Position Description (PD) Template is an optional tool for hiring managers that can be used to draft new PDs, draft revisions to existing PDs, and obtain internal approval signatures.

| **Position Number:** | | **Department/Division:** |
| --- | --- | --- |
| **Working Title:** | | |
| **University Title/ Level:** | | **University Job Family:** |
| **FLSA:** | | **Job FTE:** |
| **Exemption status:** | | **Restricted position** |
| **Position supervises three (3) or more FTEs: ☐ Yes ☐ No** | | |
| **Supervisor’s Position #:** | **Supervisor’s Title:** | |
| **Supervisor’s V #:** | **Supervisor’s Email:** | |
| **Timesheet ORG:** | **Budget ORG:** | |
| **Duties and Responsibilities:** | | |
| **Minimum Qualifications:** | | |
| **Preferred Qualifications:** | | |

| **% Time**  **Spent**  **E or M[[1]](#footnote-0)** | **Responsibility Statement** | **Duties** |
| --- | --- | --- |
| 1. |  |
| \_\_\_\_%  ☒ E or  ☐ M |
| \_\_\_\_%  ☐ E or  ☐ M | 2. |  |
| \_\_\_\_%  ☐ E or  ☐ M | 3. |  |
| \_\_\_\_%  ☐ E or  ☐ M | 4. |  |
| \_\_\_\_%  ☐ E or  ☐ M | 5. |  |
| 100% |  |  |
| **Special Assignments** | | **Measures** |
| 1.  ☐ E or ☐ M | |  |
| 2.  ☐ E or ☐ M | |  |

Essential (E) or Marginal (M) job functions

|  | Check “Yes” or “No” to show if this position is Sensitive or Resource Critical | | | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ☐ Yes ☐ No **Sensitive Position**  (Positions that have direct contact with research animals, are responsible for direct  patient care and are responsible for safety, such as police and security staff) | | | | | | | | | | | | ☐ Yes ☐ No **Resource Critical**    (Positions that have access to or control over confidential information related to  employees, students or patients, and have access to or control over significant  institutional assets) | | | | | | | | | |
| **Check “Yes” or “No” to show if this is a Restricted Position** | | | | | | | | | | | | | | | | | | | | | |
| ☐ Yes ☐ No **Restricted Position**  Employment pursuant to an explicit requirement that the employment is restricted by the job duties to be performed, a specified time period or availability of funds. This includes positions funded by grants and contracts. Employees in restricted positions are not eligible for severance benefits. | | | | | | | | | | | | ☐ Job duties to be performed  ☐ A specific time period of [enter dates]  ☐ Availability of funds  ☐ Other: | | | | | | | | | |
| **Check “Yes” or “No”** | | | | | | | | | | | | | | | | | | | | | |
| ☐ Yes ☐ No **Eligible for Alternative Work Arrangements**  A work arrangement that differs from the standard workweek in the times of reporting to, and leaving, work, or which varies the designated workplace for fulfilling jobrelated duties, but does not alter the 40 hours worked per week. Alternative work arrangements may include compressed schedule, flextime, staggered scheduling or telework. An employee’s compensation and benefits do not change as the result of an alternative work arrangement. | | | | | | | | | | | | ☐ Yes ☐ No **Economic Indicator** | | | | | | | | | |
|  | Position's Physical/Cognitive Requirements. Indicate by each element: E = Essential; M = Marginal; or N/A | | | | | | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | |
|  | **Physical Demands and Activities:** | | | | | | | |  | | **Emotional Demands:** | | | | | | | | | | | |
|  |  | Light lifting | (<20 lbs.) | | | | | |  | |  | | Fast pace | | | |  | Average pace | | | | |
|  |  | Moderate lifting | (20-50 lbs.) | | | | | |  | |  | | Multiple stimuli | | | |  | Frequent change | | | | |
|  |  | Heavy lifting | (>50 lbs.) | | | | | |  | |  | | Intense customer interaction | | | | | | | | | |
|  |  | Pushing/pulling | |  | | Walking | | | | |  | | | | | | | | | | | |
|  |  | Standing | |  | | Climbing | | | | | **Mental/Sensory Demands:** | | | | | | | | | | | |
|  |  | Sitting | |  | | Reaching | | | | |  | | Memory | |  | Reasoning | | |  | Hearing |  | |
|  |  | Repetitive motion | |  | | Bending | | | | |  | | Reading | |  | Analyzing | | |  | Logic |  | |
|  |  | | | | | | | | | |  | | Verbal communication | | | | | | | | | |
|  | **Environmental Conditions:** | | | | | | |  | | |  | | Written communication | | | | | | | | | |
|  |  | Extreme heat/cold | | |  | | Fumes | | |  | | | |  | | | | | | | | |
|  |  | Extreme noise | | |  | | Mists/gases | | | Other: | | | |  | | | | | | | | |
|  |  | Vibrations | | |  | |  | | |  | | | |  | | | | | | | | |
|  |  |  | | |  | |  | | |  | | | |  | | | | | | | | |

| Use this section to document recruitment plan |
| --- |

**Recruitment pool:** ☐ All Applicants ☐ VCU Employees Only ☐ VCU Students Only ☐ Direct Appointment

**Type of search:** ☐ Internal ☐ Local ☐ Regional ☐ National ☐ Direct Appointment

**Anticipated hiring range:**

**Department budgeted salary:**

| Use this section for documenting internal approval |
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1. [↑](#footnote-ref-0)