RESET FORM

UNIVERSITY of WASHINGTON
HUMAN RESOURCES

Professional Staff Position Description Form

Instructions

Please provide the following information for the position to be reviewed or recruited for. All sections must be completed. For additional information and instructions related to completing this form, see Professional Staff Position Description Form guidelines, which can be downloaded from https://hr.uw.edu/forms/.

NOTE: This form works best when downloaded and completed in Adobe Acrobat rather than in a web browser.

Position Identifiers

Proposed Job Profile (not working title) and grade

Major Organization College of the Environment

Home Department School of Environmental and Forest Sciences

Position Number, if applicable

Supervisor's Name

Supervisor's Job Profile (not working title)

Position Creation/Revision Date

Current Employee Information (enter "vacant" if a recruitment)

Employee Name

Employee Identification Number (EID)

Current Job Profile (not working title)

Position Purpose, Complexities, Dimensions, and Impact to the University

Position Purpose

Describe briefly why the position exists and how it fits into the unit's overall operations.

Position Complexities

Describe briefly the most demanding or difficult aspects of the position.

Position Dimensions and Impact to the University

Describe how the position supports the University's primary objectives. Provide information on size of budget, number of students/customers served.

Position Responsibilities

Duties & Responsibilities. Identify the percent time spent on each major duty, listed in decreasing order of importance. The total job duties must equal 100% regardless of position's % FTE.

[Must match job description exactly for hires]

Position Qualifications

The minimum level of **education required** is (SELECT ONE)

- ☐ Associate's Degree in
- ☐ Bachelor's Degree in **[education field(s) and level must match job description exactly for hires]**
- ☐ Master's Degree in
- ☐ Professional Degree in

If Professional Certification or License is required, please specify

The minimum years of **experience required** are ____.

Can equivalent experience substitute for degree requirement? ☑ Yes ☐ No

Specify the type of experience **required** (if applicable)

[Must match job description for hires]

Specify any education or experience beyond the minimums that would be **desirable** (if applicable)

[Must match job description for hires]

Working Environmental Conditions

Other Comments

Contacts and Interactions

Identify this position's **significant person-to-person work relationships or contacts** (e.g., contact with the President, not the President's assistant). Briefly describe the purpose of the contact and indicate the frequency of the contact.

Position will have direct contact with (check all that apply)	Purpose of each contact checked	Frequency of contact (select only one)
Institutional Officers: ☐ Regents ☐ President ☐ Provost		☐ Daily to Weekly ☐ Weekly to Monthly ☐ Less than Monthly ☐ None
Major Leaders: ☐ Vice Presidents ☐ Vice Provosts ☐ Deans ☐ Heads of Major Org Departments ☐ UW Medicine President and CEOs		☐ Daily to Weekly ☐ Weekly to Monthly ☐ Less than Monthly ☐ None
Other Employees: ☐ Department Chair ☐ Faculty ☐ Other Staff Members ☐ Student Employees		☐ Daily to Weekly ☐ Weekly to Monthly ☐ Less than Monthly ☐ None
Students: ☐ Teaching ☐ Counseling ☐ Other (please specify)		☐ Daily to Weekly ☐ Weekly to Monthly ☐ Less than Monthly ☐ None
☐ Patients ☐ Customers		☐ Daily to Weekly ☐ Weekly to Monthly ☐ Less than Monthly ☐ None

☐ General Public		☐ Daily to Weekly ☐ Weekly to Monthly ☐ Less than Monthly ☐ None
☐ Outside Institutions / Organizations		☐ Daily to Weekly ☐ Weekly to Monthly ☐ Less than Monthly ☐ None
☐ Vendors ☐ Suppliers		☐ Daily to Weekly ☐ Weekly to Monthly ☐ Less than Monthly ☐ None
☐ Others		☐ Daily to Weekly ☐ Weekly to Monthly ☐ Less than Monthly ☐ None

Organization Information

Name and job profile of this position's supervisor

Name and job profile of the supervisor's supervisor

Others reporting to this position's supervisor

Employee Name	Job Profile
Employee Name	Job profile
Employee Name	Job profile
Employee Name	Job Profile
Employee Name	Job profile
Employee Name	Job Profile
Employee Name	Job Profile

Employees Directly Supervised by This Position - see definitions on the following page

Employee Name	Job Profile	FTE of Direct Reports	FTE of Indirect Reports
Total FTE of all direct reports:		0	0

If an accommodation is needed in the completion and submission of this form, please contact the sponsoring unit.

DEFINITIONS

Direct Report: A direct report is an employee who reports directly to a manager, supervisor, or person in a leadership role. The manager is directly responsible for their performance, work assignments, and development.

Indirect Report: An indirect report is an employee who reports to someone who is a direct report of the manager. While the manager doesn't directly manage the indirect report, they are still responsible for their performance and the overall success of the team.

Lead work definition: A lead employee has delegated responsibility for training; assigning, organizing or scheduling work; and reviewing completed work assignments. A lead worker does not make hiring decisions, conduct formal job performance evaluations or have the authority to decide that a disciplinary action recommendation will be prepared.

Supervisory definition: A supervisor has the authority to hire staff, establish job performance standards, evaluate job performance, and take corrective action if performance is not acceptable. Supervisors are also responsible for training, assigning and scheduling work, and acting upon leave requests.