



WESTERN WASHINGTON UNIVERSITY

Position Review Form

The following information must be provided for position review. If you need additional information or have any questions, please contact the Human Resources Department at 650-3774.

I. POSITION

Date Prepared: _____

A. Position Title: _____
Department: _____

Incumbent Name: _____

Reports to (Title): _____

(Name): _____

Hours of Work: _____

B. Position Purpose

State the principle purpose or function of the position.

II. DESCRIPTION

C. **Essential Functions/Marginal Functions**

Essential Functions are defined as the fundamental job duties which are critical and necessary to the performance of the position. Rank numerically the Essential Functions of the position in order of their importance. Identify non-essential job functions as Marginal. Essential Functions must indicate ***what*** is done, ***why*** it is done and ***how*** it is to be accomplished. Indicate the percentage of time you spend on each function. The total of all functions must equal 100%.

Example

Essential Functions

1. Implement University recruitment policies and procedures (screening applicants and arranging interview appointments) in order to provide an adequate pool of qualified applicants for vacant positions by contacting recruitment referral sources. (50%)

Marginal Functions

- Assist supervisor in the development of policy and procedures. (5%)
- Serve as back-up in supervisor's absence. (2%)

III. DETAIL

D. **Knowledge and Skills**

Describe the knowledge and skills required to perform the essential functions. What education and/or experience is required and what education and/or experience is preferred.

E. **Quantitative Data**

Budget

Indicate the size and type (grant, state, self-sustaining). Indicate responsibilities for forecasting, developing, monitoring and the budget amount. Describe the latitude for expenditure control.

Personnel

Indicate the total number of exempt staff, classified staff, students or temporary employees reporting to this position. Indicate supervisory responsibilities (i.e. hiring, performance evaluation, disciplinary action/leave approval). Describe other possible work direction (distributing work to others, reviewing work for content or completeness, training new employees) that is provided.

F. **Responsibility and Decision Making Authority**

Provide examples of decisions this position has the authority to make.

Provide examples of decisions or problems that are referred to the supervisor.

G. **Planning Activity**

Describe the position's responsibilities for short and long range planning.

H. **Principal Challenges**

Describe the nature and variety of the most typical and complex challenges this position encounters.

I. **Include an organization chart**

Position Review Authorization

Supervisor _____ Date _____

Director/Dean _____ Date _____

Vice President _____ Date _____

Physical and Environment Job Requirements Analysis

This analysis of “essential” physical and mental job requirements is conducted because of compliance obligations under the Americans With Disabilities Act and Section 503 of the Rehabilitation Act of 1973 (CFR 60-741.6c). It is not a “job description” or a list of specific job activities.

The purpose of the position review is to identify the essential physical requirements of the position.

PHYSICAL REQUIREMENTS

Does the activities of the jobs involve any of the following: (Indicate F, O or S).

F=Frequently, O=Occasionally, S=Seldom

- ___ Sitting
- ___ Standing:
- ___ Walking
- ___ Stooping
- ___ Climbing
- ___ Kneeling:
- ___ Lifting: How much weight? _____
- ___ Carrying: How much weight? _____
- ___ Reaching
- ___ Pulling
- ___ Use of Keyboard wpm _____
- ___ Use of Telephone
- ___ Use of Tools Type: _____ _____ _____ _____

WORKING ENVIRONMENT

a. Where are the major activities of the job carried out? (Check all applicable)

Location	Under 50% of day	Over 50% of day
___ Indoors	___	___
___ Outdoors	___	___
___ Underground	___	___
___ At a desk or bench	___	___
___ In a car or truck	___	___
___ In an office or control room	___	___
___ Other (specify)	_____	