

# OLD DOMINION UNIVERSITY POSITION DESCRIPTION INSTRUCTIONS

## PART I: ORGANIZATION INFORMATION

1. **Name:** If this is a position redefinition or a role change, supply your name. If this is a new position, leave this line blank.
2. **Date:** Show the date it is to be effective.
3. **Class Title:** If the position is already established, insert the current State title. If this is a new position, leave the space blank.
4. **Position Number:** Insert the current five digit number if the position is already established.

Hourly position numbers begin with the letters "HR" and end in four numbers.

Faculty Administrator position numbers start with the letters "FA" if the position is Commonwealth funded or "GA" if it is auxiliary funded.

Faculty Professional position numbers start with the letters "FP" if Commonwealth funded or "GP" if auxiliary funded.

5. **Working Title if Different:** Insert the position's In-House Title.
6. **Agency:** Old Dominion University
7. **Work Location (City) and Location Code:** Norfolk 710
8. **Agency Code:**



**Principles** - such as GAAP (General Accepted Accounting Principles) and Classification factors.

Laws such as Equal Employment Opportunity Law.

Computer Languages - such as BASIC, COBOL, FORTRAN.

- E. **Essential Tasks:** For Hourly positions, note each task which you consider essential by placing an "E" after the percentage of time spent on the task. Every position has at least one task which could be assigned to another position without changing the position concept. Non-essential tasks are left blank after the percent amount.

**EXAMPLE:** Using our same example, the task might look like this:

25%E Maintain financial data to ensure department manages all fiscal resources using a calculator, IFIS automated financial software system and Finance Office Procedures Manual by:

1. Posting expenses to ledgers;
2. Verifying ledgers to financial/budget printouts;
3. Notifying supervisor of accounts where expenditures versus budgeted amount problems may occur; and
4. Discussing discrepancies with Accounts Payable or similar offices to solve problems.

You may continue on another page if space is insufficient to write all of the tasks

13. **INDEPENDENT WORK AND DEPENDENT WORK:** Explain which tasks are done independently and which ones require assistance from your supervisor.
14. **PERSONAL CONTACTS:** List the titles or types of people that you communicate with that are not in your office. Examples are students, Department Chairs, Vice Presidents, State Department of Accounts managers, NCAA officials, parents, applicants, vendors, programmers, etc.

Explain why you communicate with them. **Be Specific.** Don't say, "To obtain information." Instead, say something like, "To obtain accounts receivable explanations for budget print-out problems."

Describe "How Often" in general terms such as daily, weekly, several times per month, 4 or 5 times a year, etc. Don't say, "As needed."

If the personal contacts are Commonwealth employees, indicate that by the term "inside." If the personal contacts are not Commonwealth employees, indicate that by the term "outside."

**ADDITIONAL COMMENTS BY EMPLOYEE:** This is the place that the employee can write anything about the job that is left to say. Some examples are: Statistics that show usual accomplishments (Office processes 1,000 applications per month or Budget size is \$1.6 million), Impact of errors such as, Errors in maintaining up-to-date rosters to the NCAA can result in the forfeit of a game; Failure to use pesticides can result in loss of life; or Errors in conference logistics could cause the University embarrassment.

### **PART III: SUPERVISOR'S PAGE**

15. **SUPERVISOR'S COMMENTS:** This provides space for the supervisor to explain anything about the job that is left to say. It is similar to the Employee's Comment space. Statistic such as budget size, or annual report items are helpful. The consequence of error is also helpful. An example would be, "Errors in the DD224 report can affect the prompt payment record of the University, the

**Ability** - A present competence to perform an observable behavior or a behavior which results in an observable product. **All abilities are DEMONSTRATED ABILITIES TO DO SOMETHING.** The Americans With Disabilities Act requires that mental abilities be clearly shown. The demonstrated ability to read, write, analyze, compose, calculate math or statistics, explain, understand, and summarize complex laws, procedures, guidelines, etc. would describe some mental abilities.

18B. **Special Licenses, Certification** - Nurses license, drivers license with insurable driving record,