**Position Title:
Position Number:
Campus (Arvada/Lakewood):
Division:
Department:
Direct Supervisor Title:
Funding/Org Code:**

**Department Summary Statement (brief summary of overall department services):**

**Job Summary Statement (brief summary of overall responsibility of position):**

**Primary Duties:** List those essential functions performed on the job and the percentages of time generally spent on them. These will describe the reason the position exists. Action verbs such as “coordinates”, “prepares”, “directs” should be utilized and explained. This section must equal 100%.

**Essential Functions:**

* Job Duty #1 - \_\_\_%:
* Job Duty #2 - \_\_\_%:
* Job Duty #3 - \_\_\_%:
* Job Duty #4 - \_\_\_%:

**Ancillary Duties - List those occasional or irregular duties that may be required of this position but are not essential functions:**

**Supervision Received:**

**Supervision Exercised (please include both full and part time positions):**

**Typical Work Schedule (Dates and Times):**

**Is this position eligible for an alternate work arrangement? If yes, please detail:**

 **Qualifications:**

**Required:**

Education (please include details of any substitution):

Licenses and Certifications:

Experience:

**Preferred:**

Education (please include details of any substitution):

Licenses and Certifications:

Experience:

**Required knowledge, skills & abilities:**

**Essential Physical Requirements:** The Americans with Disabilities Act (ADA) defines “Essential” as fundamental, not marginal; that is, that the physical activity listed below is actually required in order to perform a normal/routine task of this job and that removing the task would fundamentally alter the position.

Please identify the essential physical requirements of the position, by answering the questions below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Essential Physical Requirement | Question regarding Essential Physical Requirement | Yes, Essential Physical Requirement | No, Not an Essential Physical Requirement | Additional Request Information Regarding Essential Physical Requirement |
| Bending | Does this position require the employee to bend? |  |  | If yes, state the frequency of bending:  |
| Eyesight | Does this position require a sighted employee? |  |  | If yes, state why:  |
| Exposure | Does this position require that the employee be exposed to extreme environmental conditions? |  |  |  |
| Hearing | Does this position require unimpaired hearing? |  |  |  |
| Lifting | Does this position require the employee to lift? |  |  | If yes, state the weight of the load: State the height of the lift: |
| Pushing | Does this position require the employee to push? |  |  | If yes, state the weight of the heaviest object pushed: State the frequency of the need to push:  |
| Repetitious Movement | Does this position require the repetitious movement of hands, wrists, arms? |  |  | If yes, explain:  |
| Sharps | Does this position require the handling of sharp equipment or tools? |  |  |  |
| Sitting | Does this position require that the employee sit for long periods of time? |  |  |  |
| Standing | Does this position require that the employee stand for long periods of time? |  |  |  |
| Walking | Does this position require that the employee walk for long distances? |  |  |  |
| Driving\* | Does this position require the employee to drive? |  |   | \*Note: If this position is required to drive, the employee will be required to provide a valid driver license at the beginning of each calendar year.  |

**Mental Requirements:**

Please place a check mark in the box to the right for all applicable mental requirements.

|  |  |
| --- | --- |
| List of and example of Mental Requirements | Check Yes to Indicate required.  |
| Comparing - Judging the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. |  |
| Copying - Transcribing, entering, or posting data. |  |
| Computing - Performing arithmetic operations & reporting on and/or carrying out a prescribed action in relation to them. |  |
| Compiling - Gathering, collating, or classifying information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the evaluation is frequently involved. |  |
| Synthesizing - To combine or integrate data to discover facts and/or develop knowledge or creative concepts and/or interpretations. |  |
| Negotiating - Exchanging ideas, information, & opinions with others to formulate policies & programs and/or jointly arrive at decisions, conclusions, solutions, or solve disputes. |  |
| Communicating - Talking with and/or listening to and/or signaling people to convey or exchange information; includes giving/receiving assignments and/or directions. |  |
| Instructing - Teaching subject matter to others, or training others through explanation, demonstration, & supervised practice; or making recommendations on the basis of technical disciplines. |  |
| Interpersonal Skills/Behaviors - Dealing with individuals with a range of moods & behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them. |  |
| Coordinating - Determining time, place, & sequence of operations or action to be taken on the basis of analysis of data. May include prioritizing multiple responsibilities and/or accomplishing them simultaneously. |  |

This job description reflects Red Rocks Community College’s best effort to describe the duties and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of this job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read the job description and understand the duties and qualifications of the job.

Approvals: Immediate and next-level supervisor signatures are required prior to submitting the job description to Human Resources

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
*Employee Signature/Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
*Immediate Supervisor Signature/Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
*Next-level Supervisor Signature/Date*

**HR USE ONLY**

Position Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FLSA Status: Non-Exempt \_\_\_\_\_ Exempt \_\_\_\_\_

If Exempt, what type? Executive \_\_\_\_\_ Administrative \_\_\_\_\_ Professional \_\_\_\_\_

Human Resources Comments/Information:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Authorized Human Resources Signature/Date

**POSITION EXEMPTION FORM - HR USE ONLY**

**GENERAL POSITION INFORMATION**

**Title of Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reports to:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PURPOSE FOR REVIEW**

This form must be accompanied and filed with the job description showing minimum and preferred qualifications and organizational chart.

* + Newly created position
	+ Update – changes in job description, title change, organizational structure change, etc.
	+ Other:

**EXEMPTION REVIEW**

Colorado Revised Statutes 24-50-135 (1) establish the exemption criteria listed below. The job description and accompanying information for this position have been reviewed and the appropriate exemption criteria is marked below.

(*Criteria (b), (c), (d), (e), and (g) have been deleted through current and past amendments to Colorado Revised Statutes 24-50-135 (1))*

* (a) Officers of an educational institution and their executive assistants; employees in professional positions, including the professional employees of a governing board; and any other employees involved in the direct delivery of academic curriculum
* (h) Employees in positions funded by grants, gifts, or revenues generated through auxiliary activities. Auxiliary activities are defined as institutional activities managed and accounted for as self-supporting activities.

 What percent of position is grant funded? \_\_\_\_\_\_\_\_\_\_\_%

 What are the grant funding start and end dates? Start: \_\_\_\_\_\_\_\_\_\_ End: \_\_\_\_\_\_\_\_\_

 Is the grant expected to roll over (Yes or No)? \_\_\_\_\_\_\_\_\_\_\_

**To be completed by the President or his/her designee:**

Date Exemption Request Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

Date Exemption Denied: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Denial: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Signature (or designee) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_