

**CLASSIFIED POSITION DESCRIPTION -  
Minnesota State University, Mankato**

<b>Employee Name:</b>		<b>Position Control Number:</b>	
<b>Department/Division:</b>		<b>Classification Title:</b>	
<b>Prepared By:</b>		<b>Working Title:</b>	
<input type="checkbox"/> <b>Non-Exempt</b> (Type an X in applicable box) <input type="checkbox"/> <b>Exempt:</b> <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <i>NOTE: If Exempt, attach required documentation</i>			
<input type="checkbox"/> Unlimited <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Limited		If seasonal, list months during the season worked: _____	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Percent if not full-time: _____		<b>Date Prepared:</b> _____	
This position description accurately reflects my current job.		This position description reflects the employee's current job.	
<b>Employee Signature</b>		<b>Supervisor Signature</b>	
<b>Date</b>		<b>Date</b>	

**POSITION PURPOSE** (why position exists; how it helps accomplish mission of the department/division)

**(Remove the following language if it is not applicable)**  
*This position has been designated as weather and emergency essential. In the event of a short-term University closure or emergency event, incumbent is required to report to work and respond as requested. Refer to Minnesota State Board Policy 4.4 Weather / Short Term Emergency Closings at: <http://www.minnstate.edu/board/policy/404.html>.*

1. **Priority: Essential      Percent of Time:**
2. **Priority: Essential      Percent of Time:**
3. **Priority:                      Percent of Time:**
4. **Priority:                      Percent of Time:**
5. **Priority:                      Percent of Time:**
6. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.

**Priority: Secondary    Percent of Time: 5%**

*Priority: Essential=if responsibility is reason job exists, is a highly specialized task or one that requires special education or training licensure, requires a great % of time, has a high level of accountability (consequences are considerable to others or the institution if failure to perform), the responsibility is essential; Secondary=if not essential, then responsibility is secondary; **Discretion (optional):** A=Employee investigates situations, makes decisions, takes appropriate action reports by exception and through normal review processes; B=...reports to supervisor immediately after action is taken; C=...makes decisions with supervisor....reports to supervisor immediately after action is taken; D=Employee discusses situations with supervisor before investigation, makes decisions with supervisor, takes appropriate action, and reports to supervisor immediately after action is taken.*

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Minimum Qualifications** (expected to have to enter job)

- 1.
- 2.
- 3.
- 4.

(Press tab to add another table row)

**Preferred Qualifications** (desired but not expected to have to enter job)

- 1. Demonstrated commitment to fostering a diverse working and learning environment.
- 2.
- 3.

(Press tab to add another table row)

**Other** (driver's license, physical requirements, telework, etc.)

- 1. Based on the essential functions of this positions, MMB Policy #1422, and University policies relating to flexible work, this position is eligible for the following work modes (check all that apply):

Please Note: Work modes are at the discretion of management and implemented in accordance with the previously mentioned policies.

- Remote Work:** A position where the employee, as a condition of employment, has their home or alternative location as the assigned work location, works permanently from that location, and does not have an agency permanent/principal work location  
Up to \_\_\_\_% of the time.
- Mobile Work:** A position where the employee travels continuously for work, or who performs work at multiple locations outside of an agency office, such as a field location or other site.  
Up to \_\_\_\_% of the time.
- Telework:** A position with a work arrangement that allows an employee to perform work on a regular basis at a telework location that is not the employee's permanent/principal work location.  
Up to \_\_\_\_% of the time.
- Case by Case/Situational Telework:** A position that may include a temporary reassignment or work outside the permanent/principal work location to meet short-term needs.  
Up to \_\_\_\_% of the time.

- Exclusively On Campus:** A position that requires the employee to perform all their work at their campus work location.

*(Press tab to add another table row)*

**Safety**

1. Work safely at all times, which includes but is not limited to, participating in and completing all required safety trainings, as well as performing all job tasks in accordance with Minnesota State University, Mankato policies and procedures utilizing appropriate tools, equipment and personal protective equipment.
- 2.

**RELATIONSHIPS**

**This Position Reports to** *(provide class title, not person's name):*

**Supervises** *(classification title; FTE; # in position; note if providing work direction only):*

Classification Title	FTE	# in Position	Providing work direction only	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Type an X in box)</i>
			<input type="checkbox"/> Yes	<input type="checkbox"/> No <i>(Type an X in box)</i>

*(Press tab to add another table row)*

**Internal and External Clientele and Purpose of Contact** *(the most significant job related contacts)*

**PROBLEM SOLVING** *(most difficult types of problems to resolve and consequence of error/non-resolution)*

**FREEDOM TO ACT**

**Budget** *(\$ authority and/or type of impact on budget, i.e., signatory, manage, monitor, recommend)*

**Decision(s) Position Makes and Decision(s) Referred to Higher Authority**

All employees must comply with department and institution procedures and policies, MnSCU policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.*

*Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.*