**Minnesota State Institution: Minnesota State University, Mankato**

## MSUAASF Position Description

##### **Employee’s Name:** Click or tap here to enter text.

##### **Working Title:** Click or tap here to enter text.

##### **Position Control Number:** Click or tap here to enter text.

##### **Salary Range present:** Click or tap here to enter text.

##### **Salary Range proposed:** Click or tap here to enter text.

##### **Department:** Click or tap here to enter text.

##### **Bargaining Unit:** Click or tap here to enter text.

##### **Employment Status:** Full Time Part Time

##### **Trave**l: Click or tap here to enter text.

##### **FLSA Designation present:** Click or tap here to enter text.

##### **FLSA Designation proposed:** Click or tap here to enter text.

##### **Created by:** Click or tap here to enter text.

##### **Reports to:** Click or tap here to enter text.

## Resource Management (Factor 2)

##### **Lead worker to:** Click or tap here to enter text.

##### **Annual budget authority:** Click or tap here to enter text.

## Position Purpose

##### (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>

## Responsibilities and Results

Click or tap here to enter text.

## Minimum Qualifications (Factor 1)

Click or tap here to enter text.

## Preferred Qualifications

* Demonstrated commitment to fostering a diverse working and learning environment.

## Working Conditions (driver’s license, telework, etc.)

* 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. |

* **Other** (driver’s license etc.)**:** Click or tap here to enter text.

## Physical Effort

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.

## Communications and Relationships (Factor 3)

## Planning and Assessment (Factor 4)

## Click or tap here to enter text.

## Decision Making and Accountability (Factor 5)

Click or tap here to enter text.

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

*This description is intended to indicate the kinds of responsibilities 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 is an Equal Opportunity Employer and Educator.*

|  |
| --- |
| This position description accurately reflects my current job. |
|  |
| **Employee Signature and Date** |

|  |
| --- |
| This position description accurately reflects the employee’s current job. |
|  |
| **Supervisor Signature, Title and Date** |

|  |
| --- |
| This position description accurately reflects the employee’s current job. |
|  |
| **Institution Designee Signature, Title and Date** |

**Supervisory Grid**

Does this position have responsibility for personnel decisions? If so, place check marks in the applicable boxes

|  |  |  |  |
| --- | --- | --- | --- |
|  | For State Employees Only | | |
| **Supervisory Activity** | Participate in process | Make recommendation | Make final decision |
| **Hire:**  Review job applications for selections of interviewees; Interview applicants; Make hire determinations; Conduct probationary evaluations; Make certification decision |  |  |  |
| **Transfer:**  Transfer employee from one department to another; Transfer employee within department but to separate location; Transfer employee from one classification to another |  |  |  |
| **Suspend:**  Write/sign letters of suspension; Remove employee from payroll |  |  |  |
| **Promote:**  Complete/sign promotional rating form; Engage in additional evidence of employee promotion |  |  |  |
| **Discharge:**  Write/sign discharge letter; Remove employee from payroll |  |  |  |
| **Assign work:**  Assign work to employees; Assign overtime; establish work schedules; determine work priorities; Confirm temporary reassignments with department |  |  |  |
| **Reward:**  Enter letters of commendation, etc. in employee file; Grant discretionary bonuses |  |  |  |
| **Discipline:** Issue oral/written reprimand |  |  |  |
| **Direct work:**  Approve position descriptions; Train/orient new employees on job duties; Instruct employees on performance of their job duties; Approve/reject work of employees; Grant/withhold step increases; Conduct performance evaluations and complete forms; Approve time records; Approve/reject vacation/absence leave |  |  |  |
| **Adjust Grievances:**  Hear on management’s behalf at 1st/2nd step; Grant/deny grievances |  |  |  |