**University of North Carolina at Chapel Hill**

**Office of Human Resources**

Use of the Position Description Form is optional, but is a useful aid to assist with obtaining information needed to complete the on-line position description ePAR which it mirrors. The ePAR will have to be completed for any new position created, for any position updates (to include competency change and branch/role change requests), and for any changes that need to be made prior to posting in fields which feed to the recruitment system. (Fields which feed to the posting are marked with the pound symbol (#) on the form.)

1. Review each section of the blank Position Description Form to identify the information requested and to avoid duplication of information entered. Many sections of the Position Description Form and the corresponding Position ePAR have assigned maximum character limits of 2000 or 4000 characters (noted on form). If this limit is exceeded on the ePAR format, the originator will not be able to move forward.
2. **Position Information Sections:**
	1. Position # and current classification (or New) – enter established position # or enter “New”.
	2. Proposed Position Working Title – enter desired working title for the position. Limit use of Director, Manager, or Supervisor in working titles of positions that do not supervise other employees. Please do not use another classification title as a working title (e.g., do not use a working title of “Accountant” for an Accounting Technician).
	3. Division, Department Name & Number – enter requested information.
	4. Reports to Name, Title, and Position # - enter requested information for supervisor of the position.
	5. SHRA Action Type and Proposed Career Banding Branch/Role/Competency – Choose appropriate item from drop down list. In box next to drop down, enter the requested branch, role, and competency level if “New”, “Competency Change”, or “Branch/Role Change” are chosen from drop down list. If “Update Duties” is chosen, enter existing branch, role, and competency level. (HR Representatives can assist with completing this section)
	6. Proposed EHRA Non-Faculty Classification, Proposed EHRA Non-Faculty Subcategory, Proposed EHRA Job Family, and Proposed EHRA Job Family Level – choose the appropriate item from each drop down list. (HR Representatives can assist with completing this section)
3. **Position Summary/Primary Purpose of Position#** (# indicates that information in this field feeds to recruitment postings): Briefly describe the key responsibilities of the position, why it exists, and its place in the mission of the organization.
4. **Change in Responsibilities or Organizational Relationship:**
	1. For an existing position, provide a brief explanation of the basis and purpose of any change in responsibilities and/or reporting relationships since the previous description was prepared.
	2. Review the organization structure and determine how any changes have affected the position.
	3. For new positions, provide an explanation of the circumstances that require the establishment of a new FTE.
5. **Required Qualifications, Competencies, and Experience**#
	1. Any candidate criteria which will be required for hire, in addition to meeting the state minimum hiring requirements for the title. (For SHRA positions, this section may not contain degrees or years of experience which exceed the minimum requirements on the class specifications; i.e., a Master’s degree may not be required when the minimum is for a Bachelor’s degree or equivalent experience.)
	2. Licensure or certifications required by Statute or Regulation need to be added in this section such as PE (for certain engineering positions), CPA (for certain Accounting positions), or BLET (certain Public Safety positions).
	3. Any additional competencies or knowledge, skills, and abilities (KSAs) added in this section must have a documented business need and have a direct and logical relationship to the State minimums
6. **Preferred Qualifications, Competencies, and Experience#**
	1. Enter any additional job related knowledge, skills, and abilities which the department would like for the employee to have which will be beneficial to business operations but not required to perform the duties of the position.
	2. Do not include any criteria that could be considered a violation of Federal, State, or UNC System statutes, regulations, or directives (EEO, FLSA, ADA, Merit-Based Hiring, etc.).
7. **Special Physical/Mental Requirements\***
	1. Include any special physical requirements (moving weight, bending, stooping, climbing, etc.)
	2. Include any special mental requirements (ability to handle high stress conditions, ability to handle emergency situations, ability to concentrate in active environments, etc.)
	3. Notifications of specialized working conditions (hazardous chemicals, medical hazards, high/low temperatures, etc.).
	4. Add the phrase “with or without accommodation” as applicable for any requirements added.
8. **SHRA Position Competencies Section**
	1. As per directions on the Position Description Form, go to***:*** [**http://oshr.nc.gov/state-employee-resources/classification-compensation/comp-profiles**](http://oshr.nc.gov/state-employee-resources/classification-compensation/comp-profiles)for detailed descriptions of the competencies assigned to each SHRA position classification title.
	2. Competencies are defined as the knowledge, skills, and abilities required by an employee to perform the work needed in a position.

Copy/Paste only the competencies listed for position title that are needed by the employee in this particular position. Most established competencies will apply to most positions, but occasionally one may not. Modify each of the chosen competencies to describe how they would be demonstrated in the position within your department.

* 1. Note that the competencies chosen will be used to evaluate the employee on Employee Competency Assessments.
1. **Principle Responsibilities with Function**
	1. Position Function is defined as the component elements or actions assigned to a position. These functions are broken down further into individual tasks that must be completed to accomplish the work objective.
	2. Enter the specific job functions from the drop-down list in the appropriate sections and for each function also enter:
		1. The % of time spent on each function in increments of 5%, ensuring the total adds up to 100%.
		2. Place an \* in the space in front of the number for any of the functions that are deemed as essential for ADA purposes (i.e., the position would not exist without this duty).
		3. In the Description boxes under each job function, describe the tasks to be performed by the employee that are related to that particular job function. Tasks should be described with appropriate detail, just as in previous job description formats.
		4. If the position is supervisory, there should be a Supervision/ Management function in the description.
		5. We recommend you have a function labeled as Other Duties 5%. This would cover unanticipated duties than an employee may occasionally need to perform to meet business needs.
2. **Number of Permanent Direct Reports**
	1. Enter the number of permanent employees who report directly to supervisor of the position.
	2. This number should match the positions shown on the department’s organizational chart.