Human Hu

**HUMAN RESOURCE SERVICES**

1115 North Roberts Street

Helena, MT 59601 Phone: 406-447-6925

**ROLE DESCRIPTION**

Vacant Position-No Change or Revised

New Position

Revised Role Description for Incumbent

Position Number:

Department:

Date:

Requested Title:

**For HRS use only:**

Staff or Contract

Overtime Eligible: Yes or No

Union:

SOC Code:

JCAT Code:

Compensation Title:

Current Available Range:

1. **Required Signatures**

*Name of Incumbent (Last, First, MI)*  *Employee Signature*

### Immediate Supervisor Date

### Dean/Director Review Date

1. **Statement Describing Expectations and Responsibilities of the Position**

(Describe the expectations and responsibilities; including the overall complexity of assigned tasks and the degree of initiative and independence required to perform the position).

1. **Describe the Management and Supervision of Others**

(List the positions the employee supervises and describe the degree of independence and decision-making authority regarding performance, pay and employment relationship matters).

1. **Minimum Position Knowledge, Skills, & Abilities**

(Include the knowledge, skills, and abilities a newly hired employee would minimally be required to have in order to perform the expectations and responsibilities of the position based on the description in Section 3).

1. **Post-Training Position Knowledge, Skills, & Abilities**

(Add the level of and/or additional knowledge, skills, and abilities that a trained employee would be required to have in order to perform the full expectations and responsibilities of the position that differ from those listed in Section 6).

1. **Preferred Education, Experience, Knowledge, Skills, and/or Abilities**

(List any preferred qualifications).

1. **Organizational Chart and Department Mission Statement**

(Insert departmental mission statement and include or attach organizational chart).