

**STATE UNIVERSITY OF NEW YORK
INSTITUTE OF TECHNOLOGY AT UTICA/ROME**

**NON-TEACHING PROFESSIONAL SERVICE
POSITION ANALYSIS**

(To be completed by incumbent)

A position analysis is intended to emphasize those elements of a position which are the most important, and to identify the background and training necessary to perform those responsibilities. For a position to be properly evaluated, it is important that the reader understand not only what work the employee does, but why; the relationship of the job to others; and the results or consequences of the incumbent's actions.

Official State Title:	In-House Title: Payroll Clerk	Line Number:
Department:	Faculty/ Section:	Account Number:
Incumbent (if filled):	Supervisor of Position:	

Instructions

Please write your answers to each of the questions below. Supervisors should complete form for new or vacant positions. After all reviews (last page), please forward completed Position Analysis forms to the Office of Human Resources.

In the space below, please list the principal responsibilities and duties performed in this position. Use a separate paragraph for each kind of work, and explain in detail. Describe first the most important duty, then describe the next most important work you have done, and so on. Put special or occasional duties last.

In the column on the left give your best estimate of the amount of total working time (in percentage) that is taken up by each kind of work described. The minor or infrequent duties should be listed, but you do not need to indicate a percentage of time.

Estimate % of time	Regular Duties

Kindly complete the following questions with clear and concise statements which will assist in assessing the true scope and impact of this position in relationship to other professional positions on the campus.

1. What is the minimum educational requirement for this position?

2. In addition to the formal educational requirement, what experience is required?

3. Describe at least three of the most complex or difficult duties or responsibilities of this position (in order of difficulty):

4. Identify the title of this position's supervisor, and the title of the person to whom the supervisor reports.

5. Describe at least three of the most serious consequences (in order of importance) that could result from errors by the incumbent in this position.

6. With whom does this person have a functional relationship with (i.e. people, offices, or the public)?

7. Describe the types of confidential information with which the incumbent works or has frequent access to.

8. Please note here any other duties or responsibilities which you feel are important, and which will help others to more fully understand this position.

9. Attach an Organizational Chart using names and official state titles.

SUPERVISOR=S COMMENT SHEET
(To be completed by incumbent=s supervisor)

Please comment on statements made by employee. Indicate any exception or additions.

What do you consider are the most important duties of this position?

Indicate the qualifications which you think should be required in filling a future vacancy in this position. Keep the position itself in mind rather than the qualifications of the incumbent.

Minimum Qualifications

Additional Qualifications

Education, special or professional

Experience, length in kinds and years

Licenses, Certificates or Registrations

Special knowledge, abilities, and skills

Date _____ Immediate Supervisor=s Signature _____

Statement of Dean/Director/Vice President

(To be completed by the person to whom the supervisor reports)

Please comment on statements of made by employee and supervisor. Indicate any inaccuracies or statements with which you disagree. Please comment on qualifications suggested by supervisor.

Date _____ Signature _____