

UNIVERSITY OF CALIFORNIA, IRVINE

JOB DESCRIPTION

SECTION 1:

GENERAL INFO:

Employee Name: TBD	Current Payroll Title:
Department:	Working Title:
Supervisor's Name:	Supervisor's Title:
Employee Phone:	Supervisor's Phone:

SECTION 2:

REASON FOR JOB DESCRIPTION:

- Classification Review – If you want to reclassify a position
- Update of Job Description – This is an update only; no change in classification is anticipated.
- Newly created department position

SECTION 3:

ESSENTIAL FUNCTIONS:

I UNDERSTAND I AM RESPONSIBLE FOR ADHERING TO THE UNIVERSITY DEPARTMENTAL INJURY AND ILLNESS PREVENTION PROGRAM (SB 198 GUIDELINES) IN PERFORMING THE ESSENTIAL FUNCTIONS ASSIGNED ON THIS POSITION DESCRIPTION. I UNDERSTAND I AM RESPONSIBLE FOR INCORPORATING UNIVERSITY SAFETY POLICIES AND PROCEDURES INTO MY JOB.

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTION NUMBER</u>	<u>ESSENTIAL FUNCTIONS</u>
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Note: Please indicate additional essential functions on an extra sheet of paper, if necessary.

SECTION 4:

NAME OF EMPLOYEES SUPERVISED

PAYROLL TITLES

Note: Please indicate names of employees supervised on an extra sheet of paper, if necessary.

SECTION 5:

INDICATE THE TYPE OF SUPERVISION THE INCUMBENT WILL RECEIVE AFTER THE TRAINING/ORIENTATION PERIOD. SUPERVISION TYPES INCLUDE:

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|---------------------|---|
| Close Supervision | The incumbent is assigned duties according to specific procedures. Work is check frequently, and in addition there may be formal training. |
| Supervision | The incumbent performs a variety of routine duties within established policies and procedures or by referral to the supervisor's guidelines. |
| General Supervision | The incumbent develops procedures for performance of a variety of duties; or performs complex duties within established policy guidelines. |
| Direction | The incumbent establishes procedures. |
| General Direction | The incumbent receives guidance in terms of broad goals and overall objectives and is responsible for establishing the methods to attain them. Generally the incumbent is in charge of an area of work, and typically formulates policy for this area but does not necessarily have final authority for approving policy. |

SECTION 6:

SUMMARY OF DUTIES AND RESPONSIBILITIES:

UC - IRVINE JOB DESCRIPTION, (Cont'd)

SECTION 7:

SKILL SET

List below skills, knowledge, and abilities for the position, indicating the selection importance for each by designating it as "required", "desired" or "will train" at the end of each skill, knowledge or ability. In addition, for each ability attribute or knowledge, indicate the corresponding Essential Function Number from that section of the job description.

<u>SKILL SET</u>	<u>SELECTION IMPORTANCE</u>	<u>CORRESPONDING ESSENTIAL FUNCTION NUMBER</u>
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SECTION 8:

PHYSICAL AND MENTAL REQUIREMENTS:

To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job by using these codes to complete the section below: "C" for constantly; "F" for frequently; "O" for occasionally; "N" for not at all.

PHYSICAL

On the job the employee must:

<input type="checkbox"/> Bend	<input type="checkbox"/> Sit
<input type="checkbox"/> Squat	<input type="checkbox"/> Stand
<input type="checkbox"/> Crawl	<input type="checkbox"/> Walk
<input type="checkbox"/> Climb	<input type="checkbox"/> Handle Objects
<input type="checkbox"/> Kneel	<input type="checkbox"/> Push/Pull
<input type="checkbox"/> Reach above shoulder level	
<input type="checkbox"/> Use fine finger movement (manual dexterity)	

Must carry/lift loads of : Up to 25 lbs; 25-50 lbs; Over 50 lbs.

MENTAL

On the job the employee must be able to:

<input type="checkbox"/> Read/comprehend
<input type="checkbox"/> Write
<input type="checkbox"/> Perform calculations
<input type="checkbox"/> Communicate verbally
<input type="checkbox"/> Reason and analyze
<input type="checkbox"/> Other (briefly describe below)

SECTION 9:

ENVIRONMENTAL WORKING CONDITIONS

Specify the environmental conditions that may be encountered while performing the functions of the job by using these codes to complete the section below: "C" for constantly; "F" for frequently; "O" for occasionally; "N" for not at all.

On the job, the employee may encounter:

<input type="checkbox"/> Chemical/Biological Agent	<input type="checkbox"/> Confined Spaces
<input type="checkbox"/> Construction Activities	<input type="checkbox"/> Elevated work location
<input type="checkbox"/> Contact with water/liquids	<input type="checkbox"/> Radioactive materials
<input type="checkbox"/> Drive motorized equipment	<input type="checkbox"/> Temperature variations
<input type="checkbox"/> Gas Systems	<input type="checkbox"/> Other (briefly describe below)

SECTION 10:

SPECIAL CONDITIONS OF EMPLOYMENT (e.g., irregular work schedule, required license or certification):

UC - IRVINE JOB DESCRIPTION, (Cont'd)

SECTION 11:

SIGNATURES:

_____ Employee Signature	_____ Supervisor Signature	_____ Dept. Head Signature
_____ Employee Name	_____ Supervisor Name	_____ Dept. Head Name
_____ Date	_____ Date	_____ Date