***Integrated***

***Administrative / Research Faculty Job Description and Exemption Request Form***

**Content:**

* **Instructions**
* **Combined Exemption Request Form and Job Description Form**

**Instructions –**

**General:**

Use this form for requesting exemptions for (including re-exemptions) and creating job descriptions (including changes to existing jobs already exempted) for Administrative Faculty, Research Support, Research Faculty, and Library Faculty positions.

**Note: Only completed forms, including signatures, will be processed.**

* *Incomplete forms will be returned to the initiating department for correction.* *This will delay action.*
* *Please allow up to five working days between submission of the completed form and obtaining a final decision that can be implemented.**This time frame can vary depending on the availability of staff to review, recommend, and approve the exemption.*
* Submit the completed form to Human Resources – scanned versions containing signatures (not typed names) submitted via email are acceptable. Send forms to the attention of Katey Tarkington, or via email to ktarkington@mines.edu

Submitting this integrated ***Job Description and Exemption Request Form*** will be sufficient for the exemption process outlined in the [Policy on Establishing or Changing Employment Category](https://inside.mines.edu/UserFiles/File/PoGo/Policies/HRS/HRS_Exemption_Change_Policy.pdf).

***IMPORTANT: Attach an organization chart showing this position’s location within the college, department, or unit.***

**How do I get help?**

We understand that writing a job description can be challenging, and we are available to assist you. For questions about these instructions, the job description itself, or the process, please contact Katey Tarkington in Human Resources.

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**Part 1 – Identifying information:**

**Position title requested: Desired but optional.** If this is left blank, Human Resources will determine an appropriate title and include that in its recommendations.

**Date of description: Required –** enter the date that the job description was established – typically this coincides with or is near to the date the job description is signed in the department.

**Supervisor title: Required –** every job description must specify the position to which the job reports.

**Position number: Required** – every job has a position number. If this is not known to the department or is a newly authorized position, the department must obtain this number from the Budget Office. Because this is critical to the exemption from the Classified system, submissions that do not contain a position number cannot be processed until the submitting department obtains and transmits to Human Resources the position number. The statute governing exemptions refers to positions being exempted; not employees being exempted. Further, the statute prohibits exempting a position that is occupied by a Classified employee.

**Department: Required** – should be a recognized department. If the position is located in a center, the home department should be listed as well as the center.

**Was the position previously exempted? Required** – if this is a change to a previously exempted position, check “yes.” If this is a new position or a vacant position requested to change to exempt status, check “no.”

**Is the position currently filled by a Classified employee? Required –** Check “yes” or “no”; if the position is currently occupied by a Classified employee, statute prevents exempting the position until the Classified employee is no longer in the position. When the position becomes vacant, assuming it otherwise meets the requirements of the statute, it will become exempt at that time. Consult with Veronica Graves, Associate Director for Human Resources for questions regarding this element of the statute and exemption process for help.

**Funding source: Required –** list the funding source (grant, gift, auxiliary, contract, or general funds). ***If an exemption is sought because the position is grant funded or gift funded, no portion of its funding source can be general funds.*** If any portion of the funding source is general funds, the position can only be exempted from the Classified system if it is involved in the direct delivery of academic curriculum (see next section of instructions below) or if it qualifies to be a professional position. *“Professional”* typically means that the position must qualify to be exempt from the Fair Labor Standards Act. Consult with Veronica Graves, Associate Director for Human Resources for details and questions about these terms and how they are applied.

**Direct delivery of academic curriculum – Required yes or no response** –This directly relates to the statute governing exemptions from the state Classified system. Typically, this occurs where a major responsibility involves teaching courses, teaching lab sections, developing and providing training to students as part of the students’ academic course work, and similar types of activities. Providing support to faculty or departments, such as scheduling, arranging trips, assisting with the compilation of tenure or promotion dossiers, setting up laboratory experiments, making sure software needed for courses is installed and working, etc., do not qualify as providing direct delivery of academic curriculum.

**Part 2 – Job Purpose: Required.** Include here a summary statement of why the job exists. What are its primary purposes? *This section is usually not more than a paragraph in length*.

**Part 3 – Responsibilities: Required –** This section must include a detailed listing of job responsibilities. Responsibility listings are statements that cover major areas of the job; they typically do not include descriptions of processes or tasks. However, statements such as “manages,” “coordinates,” “assists with,” “works with,” etc., are typically too vague and must be explained further – what is the associated responsibility?

Each responsibility **must be accompanied by an estimate of how much time** is devoted to the responsibility and the period of measurement (e.g., 25% - Annually, or 15% - Monthly, or 10 hours per week, etc. – whichever measures make the most sense for describing the job). Each responsibility statement **must be identified if it is or is not an essential function**. (An essential function is a fundamental job responsibility that the job holder must be able to execute.) Note, “Other Duties as Assigned” can never be an essential function.

**Part 4 – Qualifications: Required –** Include in the qualifications the education, experience, skills, certifications, licenses, etc., needed for successful completion of the job’s responsibilities.

* Identify which of these are required (minimum) and which are desired or preferred.
* The level of qualifications must match the level of the job’s responsibilities (e.g., it would be inappropriate to include a requirement for an advanced degree and significant amounts of professional experience for a position that is an entry level professional position).
* **Experience qualifications must be stated qualitatively** rather than a quantitatively. For example, “significant and progressive experience managing …” would be a qualitative statement and is allowed; “must have five years of experience managing …” is a quantitative and arbitrary statement and will not be allowed. Stated this way, an otherwise exceptional applicant with only four years and eight months of experience would not be qualified. The quality of the experience is more important than the amount of experience.

**Part 5 – Decision Scope: Required –** This is important to support certain exemptions from the Fair Labor Standards Act that rely upon a job holder having discretion to make business decisions of significance and to make or interpret policy (that is, decisions that go beyond operational, task oriented actions).

* Include and describe the nature and scope of decisions made by the job holder needed for successful performance. It is acceptable to include decisions that require further confirmation (such as obtaining Budget Office sign-off that there is sufficient budget for an action, or obtaining concurrence from the dean or Provost that a position may be advertised, etc.).
* Include and describe decisions that the job holder has full authority to make but must follow policy or procedure. In these instances, briefly describe or identify the policies or procedures.
* Include and describe decisions where the job holder is making effective recommendations (i.e., the job holder has done the analysis, applied his or her judgment, but makes a recommendation to another senior person where that senior person relies on the job holder’s recommendation to affirm the decision).
* Include and describe a description of the job holder’s freedom to act in the normal course of discharging his or her duties.

**Part 6 – Communications: Required –** Include a description of the nature of the communications the job holder must exhibit and rely upon to successfully discharge his or her responsibilities.

* What or who is the audience?
* What is/are the purpose(s) of the various communication demands? For example, do the communications requirements involve mostly getting the correct information exchanged at the right time? Do the communications requirements involve making effective presentations? Do the communications requirements involve motivating and organizing the work of others? Do the communications requirements involve synthesizing and explaining complex or difficult concepts or theory?
* How important are communications to doing the job? Describe why effective communications by the job holder are important to outcomes.

**Part 7 – Work Environment and Physical Demands: Required** – Please complete the Physical Attribute Checklist at the end of this document to satisfy our job descriptions requirements under the Americans with Disabilities Act. Most professional jobs will have minimal physical demands and will occur in a typical indoor setting; however, some professional jobs will require frequent walking across campus or travel away from campus. Examples of such jobs might include but are not limited to architects, Facilities Management supervisory and managerial positions, admissions counselors, residence hall coordinators, and so forth.

**Part 8 – Approving Signatures: Required –** The job description must contain at least the signatures of the submitting supervisor as well as the department head or director if this is a different person than the supervisor. An electronic signature(s) is acceptable if the department wishes to submit the job description via email. A line is provided for an additional signature if your vice president or dean requires a further authorizing approval. Please check with that individual as to whether this further signature is needed.

**Integrated**

**Administrative / Research Faculty Job Description *and* Exemption Request Form**

**Part 1 – Identifying information (See instructions above):**

Position Title Requested:

Date of Description: Supervisor Title:

Position Number: Department:

Was the position previously exempted? Yes \_\_\_ No \_\_\_\_

Is the position currently filled by a Classified employee? Yes \_\_\_ No \_\_\_

Funding source\* (check one): Grant \_\_\_ Gift \_\_\_ Auxiliary \_\_\_ Contract \_\_\_ General Fund \_\_\_

Is the position involved in the direct delivery of academic curriculum? \_\_\_ YES \_\_\_ NO

**If YES**, explain how the position fulfills this role – be specific in your response.

*\*To qualify for exemption from the State Personnel System on the basis the funding source, no portion of the funding source may come from General Funds.*

***HR Use ONLY***

Approved Position Title:

Date Reviewed: FLSA Exemption:

Exempt from Classified system? Date Exempted:

Basis for Exemption from Classified system:

**Part 2 – Job Purpose:**

[Replace this box with your text. See Instructions for content.]

**Part 3 – Responsibilities:** *(Including percent of effort devoted to each and designating each responsibility as an Essential Function or not.)*

[Replace this box with your text. See Instructions for content. Keep the “other duties” statement below as the last duty statement]

Other duties as assigned – 5% (Non-Essential)

On occasion, this position may be assigned other duties needed to help drive to the vision, fulfill the mission, and uphold Mines’ and the Department’s organizational values.

**Part 4 – Qualifications:**

[Replace this box with your text. See Instructions for content.]

**Part 5 – Decision Scope:**

[Replace this box with your text. See Instructions for content.]

**Part 6 – Communications:**

[Replace this box with your text. See Instructions for content.]

**Part 7 – Work Environment and Physical Demands**

**Complete the attached Physical Attributes Form.**

**Part 8 – Approving Signatures:** [See instructions]

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Direct Supervisor/Manager Signature Typed/Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Department Director or Manager Signature Typed/Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Additional Signature (if dean or VP requires) Typed/Printed Name Date

**Checklist:**

Are all sections completed?

Are essential functions identified?

Is form signed?

Organization chart attached?

**Incomplete forms or forms missing signatures or an attached organization chart will be returned to the originating department; only completed forms will be processed.**

**When submitting this form for consideration, do not include the instruction pages in the final submission.**

**Physical and Mental Activities Checklist**

**Physical Demands (Select One Only)**

A. **Sedentary**: Exert up to 10lbs of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Involves sitting most of the time, but may involve walking or standing for brief periods of time.

B. **Light**: Exert of to 20lbs of force occasionally and/or up to 10lbs of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of Sedentary work. Light work usually requires walking or standing to a significant degree.

C. **Medium**: Exert up to 50lbs of force occasionally, and/or up to 20lbs of force frequently, and/or up to 10lbs of force constantly.

D. **Heavy**: Exert up to 100lbs of force occasionally, and/or up to 50lbs of force frequently, and/or up to 20lbs of force constantly to move objects.

**Mental Functions (Select All That Apply)**

A. **Comparing**: Judging the readily observable functional, structural, or compositional characteristics (whether similar or divergent from obvious standards) of data, people, or things.

B. **Copying**: Transcribing, posting or entering data.

C. **Computing**: Performing arithmetic operations and reporting and/or carrying out a prescribed action in relation to them.

D. **Compiling**: Gathering, collating, or classifying information about data, people or things. Reporting or carrying out a prescribed action in relation to the evaluation is frequently involved.

E. **Analyzing**: Examining and evaluating data. Presenting alternative actions in relation to the data is frequently involved.

F. **Coordinating**: Determining time, place, and sequence of operations or action to be taken on the basis of analysis of data. May include prioritizing multiple responsibilities and/or accomplishing them simultaneously.

G. **Synthesizing**: To combine or integrate data to discover fact and/or develop knowledge or creative concepts and/or interpretations.

H. **Negotiating**: Exchange ideas, information, and opinions with others to formulate policies and programs and/or jointly arrive at decisions, conclusions, solutions, or solve disputes.

I. **Communicating**: Talking with and/or listening to and/or signaling people to convey or exchange information, includes giving/receiving assignments and/or directions.

J. **Instructing**: Teaching subject matter to others, or training others through explanation, demonstration, and supervised practice; or making recommendations on the basis of technical disciplines.

K. **Interpersonal Skills/Behaviors**: Dealing with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

**Physical Activity (Select All That Apply)**

A. **Climbing**: Ascending or descending ladders, stairs, scaffolding, ramps or poles and the like using feet and legs and/or hands and arms. Body agility is emphasized.

B. **Balancing**: Maintaining body equilibrium to prevent falling on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing feats of agility.

C. **Stooping**: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

D. **Kneeling**: Bending legs at knee to come to a rest on knee or knees.

E. **Crouching**: Bending the body downward and forward by bending leg and spine.

F. **Crawling**: Moving about on hand and knees or hands and feet.

G. **Reaching**: Extending hand(s) and arm(s) in any direction.

H. **Standing**: Particularly for sustained periods of time.

I. **Walking**: Moving about on foot to accomplish tasks.

J. **Pushing**: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

K. **Pulling**: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.

L. **Lifting**: Raising objects from a lower to a higher position or moving objects horizontally.

M. **Fingering**: Picking, pinching, typing, or otherwise working, primarily with fingers.

N. **Grasping**: Applying pressure to an object with the fingers and palms.

O. **Feeling**: Perceiving attributes of an object such as size, shape, temperature or texture by touching with skin, particularly fingertips.

P. **Talking**: Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.

Q. **Hearing**: Perceiving the nature of sounds. Used for those activities that require ability to receive detailed information through oral communication, and to make fine discriminations in sound.

R. **Repetitive Motion**: Substantial movements (motions) of the wrists, hands, and/or fingers.

**Visual Acuity (Select All That Apply)**

A. **Near Acuity**: Clarity of vision at 20 inches or less. Use this factor when special and minute accuracy is needed.

B. **Far Acuity**: Clarity of vision at 20 feet or more. May be required in day and night work conditions.

C. **Depth Perception**: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

D. **Color Vision**: Ability to identify color.

E. **Field of Vision**: Observing an area that can be seen up and down or to the right or left while eyes are fixed on a given point. Use this factor when job performance requires seeing a large area while keeping the eyes fixed.

F. **Accommodation**: Adjustment of the lens of the eye to bring an object into sharp focus. Use this when requiring near point work at varying distances.

**Environmental Conditions & Physical Surroundings – Exposure results in marked bodily discomfort**

**(Select All That Apply)**

A. **Exposure to Weather**: Exposure to hot, cold, wet, humid, or windy conditions caused by weather.

B. **Extreme Cold**: Exposure to non-weather related cold temperatures.

C. **Extreme Heat**: Exposure to non-weather related hot temperatures.

D. **Wet and/or Humid**: Contact with water or other liquids; or exposure to non-weather related humid conditions.

E. **Noise**: Exposure to constant or intermittent sounds or a pitch or level sufficient to cause marked distraction or hearing loss.

F. **Vibration**: Exposure to a shaking object or surface.

G. **Atmospheric Conditions**: Exposure to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation that affects the respiratory system, eyes or skin.