

**Title [Position # XXXX]**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE UPDATED:** |  | **DEPARTMENT:** |  |
| **LOCATION:** |  | **FUNDING SOURCE:** |  |

***HR ONLY (see TDX for final information)***

|  |  |  |  |
| --- | --- | --- | --- |
| **FLSA DESIGNATION:** | ***Choose an item.*** | **FLSA EXEMPTION REASON:** | ***Choose an item.*** |
| **CLASSIFICATION:** |  | **CLASSIFIED EXEMPTION REASON:** | ***Choose an item.*** |
| **BENCHMARK SOURCE:** | ***Choose an item.*** | **BENCHMARK TITLE:** |  |
| **BENCHMARK MQs:** |  | **BENCHMARK RANGE:**  |  |
| **DATE REVIEWED:** |  | **HR REVIEWER:** |  |

I. Position SUMMARY

II. CHANGES TO Position (for existing positions)

*Please summarize all changes to the duties assigned to the position. If this is a new position or no changes have been made, please put N/A.*

III. RESPONSIBILITIES

**<<Primary Duties (e.g., Program Management, Budgeting, Supervision)>> (XX%)**

Essential Functions: Yes or No

* Duty 1
* Duty 2
* Duty 3

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Essential Functions: Yes or No

* Duty 1
* Duty 2
* Duty 3

**Other Duties as Assigned (XX%)**

Essential Functions: No

* Other duties as assigned to meet the objectives goals of the program and/or Mines.

IV. JOB DEMANDS AND WORKING CONDITIONS

Part a: Physical Requirements:

Part B: Potential Environmental Conditions/Hazards:

V. QUALIFICATIONS

Part a: Minimum Qualifications:

**Minimal Level of Education and Experience:**

**Certifications and Licenses:**

**Knowledge, Skills, and Abilities and Other Attributes (KSAOs):**

Part B: PREFERRED QUALIFICATIONS

**Desired level of Education and Experience:**

**Certifications and Licenses:**

**Knowledge, Skills, and Abilities and Other Attributes (KSAOs):**

V. CONDITIONS OF EMPLOYMENT

Part a: Physical Attributes: *Please complete the “Physical and Mental Activities Checklist”*

Part B: Additional Conditions *(select all that apply)*

|  |  |
| --- | --- |
| [ ]  | Pre-employment Physical—*Describe any physical requirements* |
| [ ]  | Pre-employment Drug Testing  |
| [ ]  | Ongoing Functional Capacity Testing |
| [ ]  | Colorado Driver’s License  [ ]  Regular [ ]  Commercial |
| [ ]  | Background Check  |
| [ ]  | On-call Status |
| [ ]  | Use, Handling, or Exposure to hazardous materials |
| [ ]  | Use of Firearms or Other Weapons |
| [ ]  | Travel (% of time, in or out of state) |
| [ ]  | Critical or Essential Designation[ ]  Essential Designation[ ]  Critical Designation |
| [ ]  | Special Qualifications—*Please explain* |
| [ ]  | Other—*Please explain* |

VI. Approving Signatures:

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

Direct Supervisor/Manager Signature Typed/Printed Name Date

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

Employee Signature Typed/Printed Name Date

*Colorado School of Mines is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. Americans with Disabilities Act (ADA) compliance requires Colorado School of Mines to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodation. The School of Mines enforces a drug-free workplace. Successful applicants may be required to submit to drug testing. Applicants must pass a criminal background check in order to be eligible for employment.*

**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.