

**SHRA POSITION DESCRIPTION FORM (PD-102-CB)**

A current organizational chart (including the placement of the proposed new position or reallocation) must be included when submitting this document for review. A scanned copy of this form with all required signatures and the organizational chart should be attached to the position ePAR request in ConnectCarolina. The original signed copy should be maintained in the departmental files.

<b>1. POSITION DATA:</b>			
<b>Action Requested (Select Only One):</b>	New Position		Branch/Role Change
	Competency Change		Update Position Duties Only
		<b>CURRENT (if applicable)</b>	<b>REQUESTED</b>
<b>Position # (8 digits): (Leave blank if new position)</b>			N/A
<b>Name of Employee in Position:</b>			N/A
<b>Branch/Role/Competency:</b>			
<b>Working Title:</b>			
<b>2. DEPARTMENT DATA:</b>			
<b>Name of Position's Supervisor:</b>		<b>School/Division Name:</b>	
<b>Supervisor's Title:</b>		<b>Department Name:</b>	
<b>Supervisor's Position #:</b>		<b>Department #:</b>	
<b>3. PRIMARY PURPOSE OF ORGANIZATIONAL UNIT:</b>			
<p>This is a good place to include the departmental philosophy statement regarding diversity, equity, and inclusion.</p>			
<b>4. PRIMARY PURPOSE OF THIS POSITION:</b>			
<p>This is a good place to include how the job responsibilities will integrate the qualities of diversity, equity, and inclusion.</p>			
<b>5. CHANGE IN RESPONSIBILITIES OR ORGANIZATIONAL RELATIONSHIP:</b>			

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<b>6. DESCRIPTION OF WORK:</b>			
1. Describe the duties and responsibilities of this position. 2. Place an asterisk (*) next to each <b>essential</b> duty (those job duties without which the position could not exist). 3. In the left-hand column, indicate the percent of time the employee spends in each element. 4. The percentage amounts should add up to 100%. Each function should be in increments of 5%. No more than 5% may be "Other duties as assigned".			
*	#	%	<b>Duties and Responsibilities</b>
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
<b>7. COMPETENCIES REQUIRED FOR THE POSITION:</b>			
Knowledge, skills, and abilities required for this position. For detailed descriptions of the competency standards, please see: <a href="http://oshr.nc.gov/state-employee-resources/classification-compensation/comp-profiles">http://oshr.nc.gov/state-employee-resources/classification-compensation/comp-profiles</a>			
<b>8. MINIMUM RECRUITMENT STANDARDS:</b>			
Cut and paste the current minimums for the career banding title from this link: <a href="http://oshr.nc.gov/state-employee-resources/classification-compensation/comp-profiles">http://oshr.nc.gov/state-employee-resources/classification-compensation/comp-profiles</a>			
<b>9. ESSENTIAL POSTING REQUIREMENTS AND ANY SPECIAL PHYSICAL AND MENTAL REQUIREMENTS:</b>			
Essential posting requirements must be relevant to the duties and competencies described above.			
Note: Applicants must meet all of the qualifications and experience requirements you designate for the position. If the selected candidate does not meet the requirements, the candidate will not be eligible for hire.			
<ul style="list-style-type: none"> <li>• Minimum requirements should only include "must haves" such as technical experience, base-level education, and certifications;</li> <li>• These basic qualifications should be identified in the interview evaluation criteria matrix;</li> <li>• <b>If you are going to include requirements related to diversity, equity, and inclusion be sure that the requirement does not limit your ability to hire selected candidates.</b></li> </ul>			

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<b>10.</b>	<b>PREFERRED POSTING REQUIREMENTS:</b>		
	<p>To be inclusive, consider avoiding the following as preferred qualifications:</p> <ul style="list-style-type: none"> <li>• Preferred qualifications should only be included if the “ideal” experience and level of expertise is needed for optimal performance;</li> <li>• Preferred qualifications should eliminate unnecessary barriers (eg. familiar with UNC policies and procedures; references to specific UNC technology platforms unless needed for optimal performance) and create more equitable and inclusive recruiting practices;</li> </ul> <p>Acknowledgement: University of Washington</p>		
<b>11.</b>	<b>SPANS AND LAYERS VERIFICATION:</b>		
	<p><i>NOTE:</i> If the number of direct reports is at least one but fewer than four employees, then the direct signature of the Dean or Vice Chancellor is required (no designates) in Section 12 (Certification).</p>		
	<b>Does this position supervise other permanent employees?</b>	<b>YES</b>	<b>NO</b>
	<b>If yes, then enter number of direct reports:</b>		
<b>12.</b>	<b>CERTIFICATION:</b>		
	<p>Employee signature is required if position is currently filled. Two levels of management signature are required. An HR Officer or Representative may sign for leadership if they have been delegated signature authority. For supervisory positions, the Dean or Vice Chancellor’s signature is required if the position supervises at least one but fewer than four permanent employees; no designees are accepted in these cases.</p>		
	<p><b><u>Supervisor’s Certification:</u></b> <i>I certify that the information provided on this position description is a complete and accurate description of this position’s responsibilities and duties and that I have verified (and reconciled as needed) its accuracy and completeness with the incumbent employee.</i></p> <p>Signature: _____ Title: _____ Date: _____</p>		
	<p><b><u>Employee’s Certification:</u></b> <i>I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.</i></p> <p>Signature: _____ Title: _____ Date: _____</p>		
	<p><b><u>Department Head or Authorized Representative’s Certification:</u></b> <i>I certify that this is an authorized, official position description of the subject position.</i></p> <p>Signature: _____ Title: _____ Date: _____</p>		
	<p><b><u>Dean’s or Vice Chancellor’s Signature Certification:</u></b> <i>I certify that this position description, completed by the above named supervisor, is complete and accurate and/or certify this exception to the Spans and Layers guidelines.</i></p> <p>Signature: _____ Title: _____ Date: _____</p>		