



*Integrated Administrative / Research Faculty
Job Description & Exemption Process Instructions*

To begin the process of creating a job description, you should have the following information prepared prior to completing the form. You may find the form on the Mines Exemption Process & Request webpage at <http://bit.ly/MinesExemptionRequest>.

Step 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**
 - All jobs have 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**
 - This 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 the 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 the 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.

Step 2: Job Purpose

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

Step 3: Responsibilities

- **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.

Step 4: Qualifications

- **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.

Step 5: Decision Scope

- **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.**

Step 6: Communications

- **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.

Step 7: Communications

- **Work Environment and Physical Demands**
 - **Required**
 - **Provide a description of the environment** (e.g., where the work occurs, whether travel is essential to the job, typical office environment, work outside in potentially inclement conditions, etc.) and a description of any physical requirements essential to the work being performed (e.g., requires lifting of up to 20 pound boxes, reaching, bending, stooping, etc.). 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.

Step 8: Approving Signatures

- **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.