

Job Analysis Update Form

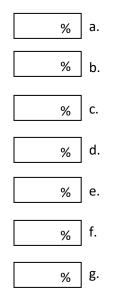
Name (current or prior Incumbent):		
Position Number:		
Job Title:		
Department/Division:		
Date position last reviewed (if known):		
Supervisor's Name:		

Basic Job Summary/Purpose of the Job:

Write one/two sentences describing the purpose of your job and how it achieves YC objectives.

Duties/Responsibilities:

Provide a brief/concise list of duties/responsibilities for your position and percentage of time for each – Use no more than ten duties statements and percentages of time should total 100%:



What duties have been added, removed or changed since the last compensation review?

<u>Please list the key contacts for this position</u> (sources you go to in order to gather information, obtain advise, ensure coordination) – list name or title, purpose and frequency of contact (daily, weekly, monthly):

Key Contact Name	Purpose	Frequency

Which statement best describes your financial responsibility:

Broad responsibility to set and control a budget for a department/division (ensuring availability of funds)	
Input into setting a budget (advising on upcoming needs/requirements for programs)	
Staying within an assigned budget	
No budget responsibility	

Supervisor/Work Direction:

Do you have responsibility for personnel selection, performance appraisals and disciplinary action? ___________ If yes, list incumbents, position numbers, classification:

Incumbent Name	Position Number	Classification/Job title

TO BE COMPLETED BY SUPERVISOR

Please list years of experience required to do this job:

Qualifications:

Select the Education needed for this position:

	1-2 years high school education
	High school diploma or GED
	Technical or Associates degree
	Bachelor's degree
	Master's degree or equivalent
	Ph.D. or equivalent

<u>Certifications and Licensure – Describe any licenses, registrations, and certificates REQUIRED to</u> <u>perform this job:</u>

By signing this document, I am acknowledging that this is a true, accurate, and complete description of my position:

Employee/Date

Supervisor/Date

Save to Desktop before Submitting

Submit Via Email to HumanResources@yc.edu