

## 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.

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### **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%:

<input type="text"/> %	a.
<input type="text"/> %	b.
<input type="text"/> %	c.
<input type="text"/> %	d.
<input type="text"/> %	e.
<input type="text"/> %	f.
<input type="text"/> %	g.

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

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**Please list the key contacts for this position** (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:**

<input type="checkbox"/>	Broad responsibility to set and control a budget for a department/division (ensuring availability of funds)
<input type="checkbox"/>	Input into setting a budget (advising on upcoming needs/requirements for programs)
<input type="checkbox"/>	Staying within an assigned budget
<input type="checkbox"/>	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:

<input type="checkbox"/>	1-2 years high school education
<input type="checkbox"/>	High school diploma or GED
<input type="checkbox"/>	Technical or Associates degree
<input type="checkbox"/>	Bachelor's degree
<input type="checkbox"/>	Master's degree or equivalent
<input type="checkbox"/>	Ph.D. or equivalent

**Certifications and Licensure – Describe any licenses, registrations, and certificates REQUIRED to perform this job:**

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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](mailto:HumanResources@yc.edu)**