

Job Analysis Form – New Position

Job Title:
Department/Division:
Supervisor's Name:

Basic Job Summary/Purpose of the Job:

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

Duties/Responsibilities:

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

% a.

% b.

% c.

% d.

% e.

% f.

% g.

Please list the key contacts for this position (sources the position will 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

Open this form in Adobe Acrobat directly (not on the web) in order for the fillable sections to work.

Which statement best describes the financial responsibility of this position:

	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:

Will this position have responsibility for personnel selection, performance appraisals & disciplinary action? ___

If yes, list incumbents, position numbers, classification:

Incumbent Name	Position Number	Classification/Job title

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:

Supervisor/Date

HRBP/Date

Save PDF to Desktop before Submitting

Submit Via Email to:
HumanResources@yc.edu