

**Job Description**

|  |  |
| --- | --- |
| Title |  |
| Department |  |
| Program |  |
| Reports to |  |
| Location |  |
| Work Schedule |  |
| Position type |  |
| FLSA Status |  |
| Last Revision |  |

**Summary:**

**Position Responsibilities:**

**Competencies**

***Insert 4 to 5 competencies and their descriptions here. Refer to the Competencies sheet for a list of competencies to choose from and then paste to this section of the job description. (HR> Standard Operating Procedures> 1 Talent Acquisition> Competencies). The below is simply a sample of what the Competencies section will look like with 5 competencies.***

Competencies

|  |  |
| --- | --- |
| Competency | Description |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Minimum Qualifications:**

* Education
* Experience
  + Minimum of six (6) years’ experience in human resources with at least two (2) years of experience in management and/or HR Business Partner experience.
* License and Credentials
  + Reliable transportation
  + Valid driver license
  + Valid vehicle insurance
  + SPHR/PHR preferred

**Minimum Knowledge and Skills:**

**Travel Requirements:**

Travel requirements for the position includes \_\_\_\_% local and \_\_\_\_% overnight.

**Physical Requirements:**

The position requires the following physical demands in the frequency noted.

C = Constantly (2/3 or more of the time) O = Occasionally (Up to 1/3 of the time)

F = Frequently (From 1/3 to 2/3 of the time) R = Rarely (less than on hour per week)

|  |  |  |  |
| --- | --- | --- | --- |
| **Physical Demands** | **Frequency** | **Physical Demands** | **Frequency** |
| Lifting up to \_\_\_\_pounds |  | Reach above shoulder height |  |
| Sitting |  | Reach below shoulder height |  |
| Walking |  | Driving |  |
| Running |  | Stooping |  |
| Standing |  | Pushing |  |
| Bending waist (forward or sideways) |  | Pulling |  |
| Balancing |  | Talking |  |
| Squatting |  | Hearing |  |
| Climbing |  | Crawling |  |
| Repetitive motions |  | Other: |  |

**ACKNOWLEDGEMENT:**

This document in no way states or implies the above duties are the only duties to be performed by the employee in this position. Requirements are a representation of minimum levels of knowledge, skills, and/or abilities. Employee acknowledges receipt and discussion of this job description.

This document does not create an employment contract implied or otherwise.

I acknowledge discussion and receipt of this job description.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Employee’s** Printed Name), have met with my immediate supervisor and reviewed the above job description. If I have any questions or concerns about my responsibilities, I will inform my immediate supervisor.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee’s Signature**  Date:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Supervisor’s** Printed Name), have met with the above employee to review the job description and requirements of the position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor’s Signature** Date: