



Classified Staff Position Description

NOTE: Classified Staff Position Descriptions must align with the job specs are documented on HR Compensation webpage: <https://hr.uw.edu/comp/classified-staff/job-profile-list/>

Basic Information

Please fill in table

Employee Name:	<i>If this is a recruitment, enter "VACANT"</i>
Job Title/Job Code:	<i>Leave blank if unknown</i>
Supervisor Name:	
Supervisor Payroll Title:	
Position #:	<i>Leave blank if new position</i>
Position % FTE:	
Representative Group:	<i>Enter union name or leave blank if unknown</i>
Department/Unit:	

Position Purpose

Outline the basic functions of this position and distinguishing characteristics

--

Duties & Responsibilities

Fully detail the typical work for this position, grouped by functional area

<p>Functional Area (%)</p> <ol style="list-style-type: none"> 1. Description of Duties 2. Description of Duties



Required Qualifications

These are defined directly by the job specs on HR Comp's website: <https://hr.uw.edu/comp/classified-staff/job-profile-list/>

Desired Qualifications
