



JOB DESCRIPTION
Job Title

Employee Name:	Employee ID:	Supervisor:
Class Code:	Class Title:	Advertised Rate:
Position Number/Slot:	Campus:	Work County:
FLSA/Base Hours:	Full Time/Part Time:	SOC Code:
State Funding %:	Federal Funding %:	Other Funding %:
Pay Band:	Basis/Hours per week:	Type of Staff Position: FTE/RGP/TL/Temp

Job Purpose:

Essential/Non-Essential Functions:

Job Duty	
Essential Function	Yes/No
Percentage of Time	%

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Position Description Template

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Percentage of Time	%

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Percentage of Time	%

Supervisory Responsibilities:	Guidelines and supervision received to do this job, including independence and discretion:	Hazardous Weather Category: Essential/Non-Essential
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USC Minimum Qualifications:	Position Specific Minimum Qualifications:
Knowledge/Skills/Abilities:	Preferred Qualifications:

Mental Demands:	Additional Mental Demands:
Physical Demands:	Additional Physical Demands:
Lifting Requirements:	Visual Acuity Requirements:
Noise Conditions:	Physical Demands (Elements Exposed to):
Equipment Needed to Perform the Duties:	Additional Equipment Needed to Perform the Duties:

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