

Position Description (Not required for Local 35 positions)

Please write below or attach specific position description with the following information:

(Note: Excel does not word wrap. Do not exceed the edge of this form.)

A. Briefly state the general purpose of the position. This is a synopsis of why the position exists, and should only be one or two sentences long.

(See [examples - http://www.yale.edu/ppdev/Guides/hr/StaffPosExamples.pdf](http://www.yale.edu/ppdev/Guides/hr/StaffPosExamples.pdf))

B. List the essential duties (major responsibilities) in order of importance. Each duty should define what is done (the action), how it is done (method and means) and why it is done (end result).

(See [examples - http://www.yale.edu/ppdev/Guides/hr/StaffPosExamples.pdf](http://www.yale.edu/ppdev/Guides/hr/StaffPosExamples.pdf))

C. Dimensions: Statistics pertinent to the job such as size and number of grants, budgets, payrolls, assets, etc., which the position is accountable for or directly impacts.

(See [examples - http://www.yale.edu/ppdev/Guides/hr/StaffPosExamples.pdf](http://www.yale.edu/ppdev/Guides/hr/StaffPosExamples.pdf))

D. Organization chart: See next page.

Qualifications (Not required for Local 35 positions)

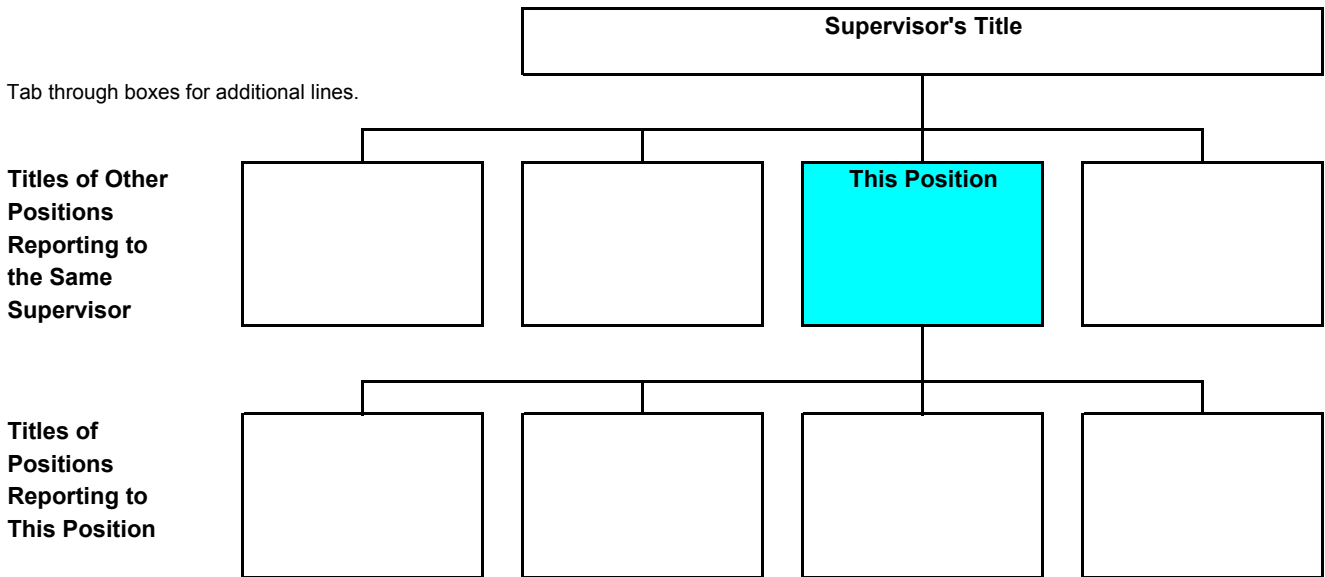
GENERIC REQUIREMENTS (from generic position description for this job title)

Education/Experience:

Specialized education, training, knowledge, experience:	MINIMUM REQUIRED	PREFERRED
Skills & abilities:	MINIMUM REQUIRED	PREFERRED
Other: (physical requirements, certifications or licenses, pre-employment drug test, working conditions, etc.)	MINIMUM REQUIRED	PREFERRED

Organization Chart (Not required for Local 35 positions)

If you have an up-to-date organizational chart, you can attach it to the form. Otherwise please complete this section.



Notes

When fully authorized, send or e-mail (do not do both) to appropriate Human Resources office:

Dept. of Human Resources
 (Central/Science/Nursing)
 Compensation & Classification Section
 155 Whitney Avenue
 432-5717 (phone) - 432-6279 (fax)
 classification@yale.edu

School of Medicine
 Dept. of Human Resources
 153 College Street
 785-3842 (phone) - 785-3165 (fax)
 HRMedical@yale.edu
 (PRC required)

Sterling Memorial Library
 Library Human Resources
 120 High Street
 432-1810 (phone) - 432-1806 (fax)
 HRLibrary@yale.edu