



Office of Human Resources Management

POSITION DESCRIPTION FORM

Bird Hall First Floor Suite
 Princess Anne, MD 21853
 410-651-6400 - Telephone
 410-651-6500 - Telefax

POSITION ACTION REQUESTED FOR: EXEMPT NON-EXEMPT

ESTABLISH NEW POSITION CHANGE EXISTING POSITION POSITION NUMBER: _____

ESTABLISH TARGET HIRING RANGE (for exempt positions only)

PROPOSED TITLE (CODE) : _____ []

PROPOSED PAY RANGE/BAND: _____ PROPOSED EFFECTIVE DATE: _____

OTHER REQUEST: _____

<i>Inst</i>	<i>Division</i>	<i>College/ School</i>	<i>Department</i>	<i>Sub-Dept</i>
<i>Current Title (Code)</i>			<i>Incumbent UID</i>	

POSITION FUNDING INFORMATION: *Budgets must be provided for positions funded by any six-digit account beginning with 1,3, or 445.

<u>FRS Acct #</u>	<u>Subcode</u>	<u>Budget*</u>	<u>FTE</u>	<u>FRS Acct #</u>	<u>Subcode</u>	<u>Budget*</u>	<u>FTE</u>

INDICATE MAJOR CHANGES TO POSITION:

<u>Previous</u>	<u>Current</u>

POSITION SUMMARY / PURPOSE OF POSITION:

Is this position a unit head? Yes No # Of Employees Supervised? _____

ESSENTIAL DUTIES & RESPONSIBILITIES:

List no more than five major duties in descending order of importance, indicating percentage of time incumbent spends in performing each duty (do not include the work of others that fall under the supervision of this position). Describe each major task in a manner that demonstrates complexity.

% TIME

