

Job Description Template #2

FLSA Classification

Exempt

Non-exempt

Salary Grade/Level/Family/Range

Reports to

Date

JOB DESCRIPTION

Summary/objective

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Competencies

Supervisory responsibilities

Work environment

Physical demands

Travel required

Required education and experience

[Indicate requirements that are job-related and consistent with business necessity]

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Preferred education and experience

[Indicate requirements that are job-related and consistent with business necessity]

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Additional eligibility requirements

Work authorization/security clearance requirements

[List any visa requirements, H1-B sponsorship, special clearances, etc. If applicable, insert information regarding government contracts or special requirements.]

Affirmative Action/EEO statement

[Insert if applicable]

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Manager _____ Date _____

HR _____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____