POSITION JOB IDENTIFICATION FORM FOR NON-LINE POSITIONS
(Form is <u>required</u> for Temporary (previously OPS) Exempt, Teaching Assistant, and Research Assistant)

EMPLOYEE NAME _____ **Position #:** _____

SALARY _____ **Suffix:** _____
Is proposed salary at least $455 per week?   Yes ☐   No ☐

DUTIES – check all that apply

☐   Performing research in chosen field of study, under the supervision of a faculty member

☐   Primary duty is teaching or imparting knowledge to others

☐   Management of an organization or subdivision

☐   Supervise two or more employees

☐   Have authority to hire, fire, promote or discipline staff

☐   Perform office or non manual work related to the management or general business operations

☐   Exercise discretion and independent judgment

☐   Performing work requiring knowledge in a field of science or learning which requires prolonged course of study

☐   Recognized field of artistic or creative endeavor

☐   Primary duty of application, design, development, documentation, analysis, creation, testing, or modification of a computer system

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MAIN FUNCTION - Please describe the main duties/functions of this position.

College/Department Name: _____

_____   _____   _____
Name of Supervisor (Print or type)   Signature of Supervisor   Date