*Please refer to description of Senior Academic and Administrative Officer or definitions of Instructional, Research, and Public Service*

*[Analysis Tool for Non-Faculty EHRA (EPA) Status](http://web.uncg.edu/hrs/Class_Comp/EPAAnalysisTool.doc)*

Please use the following format template to describe your EHRA (EPA) non-faculty position. Attach additional sheets if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1. Position and Department Information** | | | | | |
| Date | | | | Click here to enter a date. | |
| Department/Division | | | | Click here to enter text. | |
| Position Title: | | | | Click here to enter text. | |
| Position Number (or TBD): | | | | Click here to enter text. | |
| EHRA (EPA) Non-Faculty Classification | | | | Choose an item. | |
| EHRA (EPA) Non-Faculty Subcategory | | | | Choose an item. | |
| Name of Incumbent (or Vacant): | | | | Click here to enter text. | |
| Name of Immediate Supervisor: | | | | Click here to enter text. | |
| Job Title of Immediate Supervisor: | | | | Click here to enter text. | |
| Supervisor’s Position Number: | | | | Click here to enter text. | |
| **2. Recent Changes:** *If this is a revised or new job description, what recent changes have occurred either to the position and/or to the organization?* | | | | | |
| Click here to enter text. | | | | | |
| **3. Position Summary:** *Briefly describe the primary purpose (mission) of your unit or department, and the functional areas your position encompass.* | | | | | |
| Click here to enter text. | | | | | |
| **4. Major Duties and Responsibilities:** *Enter both a percentage and Description in the areas provided below. Total percentage must equal 100%.* | | | | | |
| **#** | **%** | **Description** | | | |
| **1** | **%** | Click here to enter text. | | | |
| **2** | **%** | Click here to enter text. | | | |
| **3** | **%** | Click here to enter text. | | | |
| **4** | **%** | Click here to enter text. | | | |
| **5** | **%** | Click here to enter text. | | | |
|  | **100%** |  | | | |
| **5. Please describe any supervisory duties, and any discretion and independence of action.** | | | | | |
| Click here to enter text. | | | | | |
| **6. Minimum Qualification Requirements:** *EHRA (EPA) non-faculty positions generally require post-baccalaureate credentials (e.g., Master's degree or higher), although a bachelor's degree plus alternative or equivalent professional training and experience may be substituted for the advanced degree. Describe briefly and separately, the formal education (d*egree or equivalent education and experience*) or training, the professional skills, and the work experience required to assume duties of this position. Include any special certifications or licensure required. Please list preferences secondary to the minimal requirements (e.g. Prefer Master’s Degree in Public Administration)* | | | | | |
| Click here to enter text. | | | | | |
| **7. Please attach the organizational chart with the position highlighted.** | | | | | |
|  | | | | | |
| **8. Certification:** *We certify that the information on this current Job Description has been reviewed and constitutes an accurate reflection of the duties of the position.* | | | | | |
|  | | | | |  |
| **Supervisor Printed Name** | | | **Supervisor Signature** | | **Date** |
|  | | | | |  |
| **Employee Printed Name** | | | **Employee Signature** | | **Date** |

|  |  |
| --- | --- |
| **HR Office Use Only** | |
| **EHRA (EPA) Position Classification:** |  |
| **EHRA (EPA) Non-Faculty Classification:** |  |
| **EHRA (EPA) Non-Faculty Subcategory** |  |
| **Proposed JCAT code/title** |  |
| **Proposed CUPA code/title and Salary Range** |  |