

NON-EXEMPT JOB DESCRIPTION

JOB _____

EDUCATION AND EXPERIENCE

Describe the requirement for training, certification, license, or knowledge and how it relates to job performance. Also, indicate any requirement for related work experience and how it is used on the job.

COMPLEXITY OF DUTIES

Describe the difficulty of job duties, type of work performed, and the ingenuity, creativity, and analysis required.

DIRECTION RECEIVED

Describe the direction expected or required from manager or other employees, and the extent of using written instructions and/or procedures.

PHYSICAL EFFORT

Describe the type, frequency, speed, and amount of physical exertion, as well as the degree of confinement to work station.

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ACCOUNTABILITY

Describe cost/revenue implications, financial consequences of errors, and degree of inspection or verification of work by others.

INSIDE AND OUTSIDE CONTACTS

Indicate the frequency of contacts within and outside the organization, the nature and difficulty of the contacts, and the degree of influence required.

INSTRUCTION AND COORDINATION OF OTHERS

Describe the type of training and work direction given to other employees and/or the extent of scheduling work for others.

JOB CONDITIONS/WORK ENVIRONMENT

Describe the work environment, and any unusual physical characteristics of the environment such as heat, cold, dust, noise, and/or the use of chemicals. Also, indicate any hazardous conditions to which the job incumbent is exposed.