



**POSITION DATA**

Position Number:	Approved Working Title:
Employee Type:	Job Profile:
Position Type:	College/Unit:
Standard Hrs/Wk:	Department Name:
Percent Effort:	Supervisory Organization Number
FLSA Status:	Work Location:
Emergency Essential:	Eligible for Remote Work (if applicable):
Supervisory Duties:	Faculty Status (if applicable):
Salary Range:	

**ORGANIZATIONAL STRUCTURE**

	Job Title
Reports to Position:	_____
Supervise Position(s):	_____
	_____
	_____
	_____
	_____
	_____
	_____

**SUMMARY INFORMATION**

Classified Only:            Eligible for Career Progression Group (CPG):

Eligible for Shift Pay:            Eligible for On-Call:            Eligible for Premium Pay:

**Job Summary: Overview of Position and its Purpose**

Job Responsibilities	% of time spent (must total 100%)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

## **Additional Requirements Questionnaire:**

**Vehicle Operation** - University employees whose principal responsibilities of employment include operating a vehicle, performing maintenance on a vehicle, or supervising any public employee who operates or maintains a vehicle and positions with an expectation to travel will require an MVR and are subject to drug screens per PM-33/PS-67/FASOP HR-04.

**Safety and Security Sensitive Job** - Safety and security-sensitive positions are defined as those positions where any form of substance abuse may affect University activities through unsafe work behavior/performance or error in judgment; or where substance abuse could jeopardize the safety and well-being of employees, other personnel, or the general public, or cause significant damage to University property. This includes positions requiring firearms, access to controlled substances, handling hazardous material, operating heavy equipment or machinery, etc. These positions are subject to drug screens per PS-67/FASOP HR-04.

**Emergency Essential Personnel** - This position may be required to report to campus in times of emergency and/or closure per PS-18.

**Operation Essential Personnel** - This position may be asked to work during an official closure, but who is otherwise not required to report to the physical campus during a closure and whose absence does not present a risk to the safety, resources, and well-being of the campus per FASOP HR-01.

**Cash Handling** - This position has access to/directly handles cash. Financial history/credit check required per FASOP HR-04.

**Minor Contact** - This position and/or position's responsibilities require work directly with minors. Finger printing and National Sex Offender Registry check required per FASOP HR-04.

**FERPA** - As with all LSU employees, due to this position title and/or responsibilities, this position has an obligation to assist students in the acquisition of necessary services. Should a student appear in need of or seek assistance with issues of an emotional, behavioral, or mental health related matter they should be referred to the proper service within the Student Health Center. In situations where the student creates an impression that they are a danger to themselves or others, the advisor should immediately contact the Care Team, the Dean of Students or the appropriate law enforcement agency. The employee outside of those rights contained within FERPA should create no impression of client or patient confidentiality.

<b>Physical Demands:</b>	N (Not Applicable)	Activity is not required for this position
	O (Occasionally)	Position requires this activity up to 33% of the time (0-2.5 hrs/day)
	F (Frequently)	Position requires this activity from 33%-66% of the time (2.5-5.5) hrs/day)
	C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)
	PR (Physical Required)	If a PR physical demand is selected, the position will require a physical

Standing	Crawling (PR)
Sitting	Twisting (PR)
Walking	Push/Pulling (PR)
Bending	Climbing (PR)
Reaching (above shoulder)	Squatting (PR)
Reaching (below shoulder)	Lifting: <50 lbs.
Vision (near sight)	Lifting: >50lbs. (PR)
Vision (far sight)	

### **Additional Information**

**For full policy information, visit the following links:**

**PM-33:** <https://www.lsu.edu/administration/policies/pmfiles/pm-33.pdf>

**PS-67:** [https://www.lsu.edu/policies/ps/ps\\_67.pdf](https://www.lsu.edu/policies/ps/ps_67.pdf)

**PS-18:** [https://www.lsu.edu/policies/ps/ps\\_18.pdf](https://www.lsu.edu/policies/ps/ps_18.pdf)

**FASOP-HR:04:** <https://www.lsu.edu/administration/ofa/fasops/fasophr04.pdf>

If providing teaching instruction, select all that apply:

Undergraduate

Graduate

Non-Credit

**Minimum Qualifications:**

Education Level	Specific Degree (if applicable)
Degree Substitute (if yes, specify substitution)	
Years of Experience	
Specific Experience	

**Minimum Certifications/Licenses:**

**Preferred Qualifications:**

Education Level	Specific Degree (if applicable)
Years of Experience	
Specific Experience	

**Preferred Certifications/Licenses:**

**Job Competencies:**

	Competencies	Proficiency
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**LSU is an Equal Opportunity Employer.**

**American's with Disabilities:** The LSU System is in compliance with the Americans with Disabilities Act (ADA).

Job Description Date Created: \_\_\_\_\_ Job Description Date Revised: \_\_\_\_\_

\*The intent of this job description is to provide a representative summary of the types of responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

**Employee Signature:**

**Date:**

\*By signing this document, the employee acknowledges receipt of this job description. Employee shall retain a copy of this position description for his/her records.

Office of Human Resource Management