Rev.1

4/17/17

|  |  |  |
| --- | --- | --- |
| Position Evaluation Specifications | **Incumbent** |  |
| CLERICAL, TECHNICAL AND OTHER SERVICE POSITIONS | **Dept.** |  |
| (Usually non-exempt positions as defined by the Fair Labor Standards Act) | **Level/Grade** |  |

**POSITION TITLE:**

**SCOPE:**

**ESSENTIAL FUNCTIONS:**

**CORE COMPETENCIES:**

* Quality of Work
* Quantity of Work
* Dedication
* Interpersonal Skill and Communication
* Planning & Organizing work
* Safety Awareness
* Strong Teamwork
* Strong Interpersonal Skills
* Understands, values and respects diversity as an individual, in a team and within groups while fostering an inclusive and supportive environment.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| original  Original Evaluation | | Revised | | Revised | | Revised | |
| by | date | by | date | by | date | by | date |
|  |  |  |  |  |  |  |  |

The description above represents the most significant duties of this position but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the factor degrees assigned.