##### JOB INFORMATION

Effective Date:

Job Title:

Position Number:

Position Information:  **New**   **Existing Position**

Classification:

Department / Center:

Reports To (Job Title)

Community College of Denver’s educational programs are designed to enrich the social, civic and economic fabric of our community, nation and the world. Ideas, innovation and the preparation of a well-trained workforce are essential to a vibrant economy. CCD provides access and opportunity for nontraditional students, workforce development and training resources for local organizations, and community partnerships that are improving high school graduation, college enrollment and career success.

**I. PURPOSE/SUMMARY OF JOB:**

**II. DUTIES AND RESPONSIBILITIES:** State the main functions of this job. Write a brief statement describing the scope of responsibilities relative to managing/directing/organizing/coordinating people, money, processes and/or resources. Include % of time per responsibility. (Attach additional sheets if necessary)

**III. QUALIFICATIONS:** Any equivalent combination of education, experience, knowledge, skills, and abilities.

Education:

Experience: **(required/minimum)**

Experience: **(preferred)**

Knowledge/Skills/Abilities:

(See Above)

Licensure/Certification: N/A

Equipment Used:

Other Considerations:

This Job Description reflects Community College of Denver’s best effort to describe the essential

duties and essential qualifications of the job. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have had the opportunity to review and discuss your job description with your supervisor and that you understand the essential duties and essential qualifications of the job.

*(Please read the paragraph above before signing)*

**Employee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Signature Date

**Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Signature Date

**Vice President:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Signature Date

Fill in the form below by placing an X in the cells of the table which correspond to the working conditions of this job.

|  |
| --- |
| **XI. American Disability Act (ADA):** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **IN AN 8 HOUR WORKDAY, THIS JOB REQUIRES:** | | |  |  |  |  |
|  | N = NEVER | (0 hours per day) | |  |  |  |
|  | **R = RARELY** | (Less than 2 hours per day) | | |  |  |
|  | **O = OCCASIONALLY** | (2 - 2.5 hours per day) | | |  |  |
|  | **F = FREQUENTLY** | (2.5 - 5.5 hours per day) | | |  |  |
|  | **C = CONTINUALLY** | (5.5 - 8 hours per day) | | |  |  |
|  |  |  |  |  |  |  |
| **WORKING CONDITIONS/ENVIRONMENT** | | **N** | **R** | **O** | **F** | **C** |
| **I.** | **LIFTING/CARRYING (Amount of force exerted to lift and/or carry)** | | | |  |  |
|  | 1 - 10 lbs. |  |  |  |  |  |
|  | 11 - 20 lbs. |  |  |  |  |  |
|  | 21 - 35 lbs. |  |  |  |  |  |
|  | 36 - 50 lbs. |  |  |  |  |  |
|  | 51 - 75 lbs. |  |  |  |  |  |
|  | 76 - 100 lbs. |  |  |  |  |  |
| **II.** | **PUSHING/PULLING (Amount of force exerted to push and/or pull)** | | | |  |  |
|  | 1 - 10 lbs. |  |  |  |  |  |
|  | 11 - 20 lbs. |  |  |  |  |  |
|  | 21 - 35 lbs. |  |  |  |  |  |
|  | 36 - 50 lbs. |  |  |  |  |  |
|  | 51 - 75 lbs. |  |  |  |  |  |
|  | 76 - 100 lbs. |  |  |  |  |  |
| **III.** | **POSTURES/MOVEMENTS** |  |  |  |  |  |
|  | Sitting |  |  |  |  |  |
|  | Standing |  |  |  |  |  |
|  | Walking |  |  |  |  |  |
|  | Stooping/kneeling/crouching/crawling |  |  |  |  |  |
|  | Reaching and/or grasping |  |  |  |  |  |
|  | Hand/finger dexterity |  |  |  |  |  |
|  | Climbing and/or balancing |  |  |  |  |  |
|  | Carrying, pushing and/or pulling |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WORKING CONDITIONS/ENVIRONMENT** | | **N** | **R** | **O** | **F** | **C** |
| **IV.** | **COGNITIVE/SENSITIVE** |  |  |  |  |  |
|  | Talking |  |  |  |  |  |
|  | Hearing |  |  |  |  |  |
|  | Sight (i.e. acuity, color blindness) |  |  |  |  |  |
|  | Smelling/Tasting |  |  |  |  |  |
| **V.** | **OCCUPATIONAL ASPECTS** |  |  |  |  |  |
| **A.** | **Work Environment** |  |  |  |  |  |
|  | Working Inside |  |  |  |  |  |
|  | Working Outside |  |  |  |  |  |
|  | Changing Temperatures |  |  |  |  |  |
|  | Wet/Humid Conditions |  |  |  |  |  |
|  | Areas of dust, odors, mist, gases, or other airborne matter |  |  |  |  |  |
|
|  | Mechanical, electrical and/or other hazards |  |  |  |  |  |
|  | Confined Spaces |  |  |  |  |  |
| **B.** | **Other Aspects** |  |  |  |  |  |
|  | Infectious Agents |  |  |  |  |  |
|  | Bodily Fluids |  |  |  |  |  |
|  | Chemicals |  |  |  |  |  |
| **C.** | **Special Equipment/Clothing** |  |  |  |  |  |

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| --- |
| The above is intended to describe the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements, and does not limit the assignment of additional duties at the discretion of the supervisor. |