



Frostburg State University
Office of Human Resources

POSITION INFORMATION FORM (PIF) - EXEMPT EMPLOYEE

This form documents information about the position. It is not an evaluation of an employee's performance on the job. It serves several purposes:

- 1. It establishes and clarifies the role of the job and the incumbent's expected accomplishments while performing the job.
2. It forms the basis for an agreement between the supervisor and the incumbent as to expected job performance.
3. It is a formal method of communication.
4. It provides an understanding and appreciation of how the job contributes to the achievement of the University's mission.
5. It provides a basis for job evaluation, for determining compensation and classification of the job, for comparison of jobs for salary survey purposes and for assignment of employees to a correct classification.

Accuracy and completeness are critical in this process. The employee and/or the employee's supervisor may complete the form. When completed, the employee, the employee's supervisor, and the divisional/department/college chair/vice president must sign it. A PIF that does not carry both the signatures of the employee and the supervisor will be returned as incomplete.

Part I: Employee & Job Information

1. Employee Information:

Table with 2 columns: Employee Name, Current Title/Band (optional), Telephone No., Division/Dept./College, Immediate Supervisor's Name & Title, Supervisor's Office Location

2. General Purpose of the Position:

This should be a summary statement and should address the purpose of the position and the reason it exists within the department. It should be brief. (A detailed description should be included under "Essential Functions" in question 3.)

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**3. Essential Functions:**

Indicate the duties that are most important or consume the most time first, followed by less critical or time-consuming duties. Percentages should total 100%.

Duty	Percentage of Time Spent
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

*Statements in questions 4 to 8 are connected to the statements you made in questions 2 & 3 and correspond to our Broadband Pay System. Please keep this in mind when answering the questions.*

**4. Knowledge and Experience**

Knowledge and experience measure the minimum qualifications typically required of an incumbent to reasonably perform duties as indicated above. Please select the description that most closely applies to your position. *Select one.*

- Mastery of practices, theories, and techniques, obtained through wide ranging educational and professional development and experience. The required skills would normally be acquired through completion of a relevant doctoral education program and extensive professional experience or an equivalent combination of formal education and professional experience.
- Proficiency in a technique or discipline gained through wide exposure to professional experience and education in one or more specialized or technical fields. May have multiple areas of specialization or mastery of a single area. Must have broad grasp of involved practices and precedents. The required skills would normally be acquired through attainment of a graduate degree and several years of relevant professional experience or an equivalent combination of formal education and professional experience.
- Proficiency in a technique or discipline gained through wide exposure to professional experiences and education in a specialized or technical field. The required skills would normally be acquired through attainment of a graduate degree or attainment of an undergraduate degree and 5-10 years of professional experience or an equivalent combination of formal education, and professional experience.

- Proficiency in a technique or discipline, requiring strong background in and knowledge of involved practices and precedents, or scientific theory and principles. The required skills would normally be acquired through attainment of an undergraduate degree or its equivalent and three to five years of professional experience or an equivalent combination of formal education and work experience.
- Some specialized non-technical skills related to a single program or unit. The required skills would normally be acquired through attainment of an undergraduate degree or its equivalent or an equivalent combination of formal education and work experience.

Based on the statement that you checked above, indicate the type of degree and the relevant experience required:

**5. Job Complexity**

Indicate the degree of problem-solving required, types of problems encountered and the nature of decision-making that is required. Please select the description that most closely applies to your position. *Select one.*

- The general policies and overarching goals of the university dictate the operation environment. Situations are complex and require interpretive and analytical thinking. Decision-making is based upon very broad University policy and general management and/or academic guidelines.
- Work consists of the interpretation and administration of broad policies and specific objectives. Need to identify potential problems and develop alternative solutions. Decision-making is defined by interpretation of University and BOR policy, and objectives, set forth by the department, division, University, and University System.
- Work consists of varied duties applied to a broad range of activities. Decisions made depend upon analysis of the subject, and are influenced by broad practices and precedents and the achievement of operational goals and objectives.
- Work typically consists of varied duties involving a broad range of practices and procedures following well-defined policies or set precedents. Differing situations may require the search for solutions within the technique or discipline.
- Work consists of duties involving related steps, processes, or methods. Procedures for the work have been developed and specific guidelines are available. Progress and results are supervised.

Give an example(s) of duties you listed in question three that are relevant to the statement you checked:

**6. Scope and Effect.**

This factor measures the scope of the position with regard to the overall mission of the University. Please select the description, which most closely applies to your position. *Select one.*

- University-wide, system-wide. The work involves providing executive direction, through subordinate managers, in the implementation of critical and important University programs and initiatives.
- University-wide. Some input at system level. The work involves providing direction to professional and administrative employees working in diverse or complex program areas.
- Program/division/college impact. The work involves planning, developing, and administering vital administrative and/or technical programs.
- Program/unit impact. The work may involve defining unknown conditions and/or resolving critical problems. The work product or service impacts the work unit and/or other major aspects of administrative or technical programs within the department
- Program/Unit impact. The work product or service affects the accuracy and reliability of further processes or service within the program/unit.

Give an example(s) of duties you listed in question three that are relevant to the statement you checked:

**7. Contact:**

The contact factor measures the responsibility of working with or through people within the University, within USM, or at the local, state and/or national/international level, to get results. Contact should be with a purpose and on a regular, recurring and essential basis. Please select the description that most closely applies to your position. *Select one.*

- Contact with a wide spectrum of individuals at all levels within and outside the University, including, but not limited to faculty, staff, students, USM personnel, legislators, and the general public. Requires the ability to effectively communicate University mission and influence others, even under unfavorable circumstances.
- Regular influential contact with individuals at all levels, within and outside the University. Communications require skill in diplomacy, persuasion, and negotiation with a clear understanding of strategy and timing. Interpretation of feedback is required and outcomes are not predictable.
- University-wide and outside contacts. Influence as well as exchange of factual information. Broad interpretation of departmental and institutional policies.
- Some contacts with individuals from other internal units, outside organizations, or the general public for the purpose of exchanging factual information, which in certain situations, may require judgment and interpretation.
- Contacts are mainly with co-workers with little or no authority, who work within the same unit. Furnish, obtain, or relay specific, factual, standardized information.

Provide the names of individuals who are relevant to the statement you checked:

**8. Supervision**

Indicate the type of supervision exercised. Please select the description that most closely applies to your position. *Select one.*

- Supervision of professional staff; department and unit heads. May constitute the final authority in any situation involving an employee action.
- Supervision of professional and administrative employees. Makes decisions regarding compensation, training, PMP, promotions, demotions, selection, corrective actions, and terminations. May make appellate decisions in aforementioned areas. Sets departmental goals and objectives.
- Supervision of non-exempt and exempt staff. May make decisions in areas of compensation, PMP and selection. May supervise unit or program.
- Supervision of non-exempt employees and students. May supervise entry-level, non-supervisory exempt employees.
- Employee may provide minimal supervision to non-exempt employees or student workers.

Provide the names of employees who are relevant to the statement you checked:

Employee Signature	Date

**Part II - To Be Completed by the Supervisor**

9. Please review and discuss this PIF with the employee and make the necessary changes. By signing this PIF, the supervisor certifies that this PIF is accurate and reflective of the employee's duties.

Supervisor Signature	Date

**Part III - To Be Completed by the Division/Department/College VP/Chair**

10. The divisional, department or college Chair/Vice President should discuss this PIF with the employee's immediate supervisor and sign his/her name below

Chair/Vice President of Division/Department/College:	Date