** POSITION INFORMATION FORM (PIF)**

**Exempt Employee**

A Position Information Form (PIF) is a description of an employee’s actual job duties, minimum level of education, and/or experience typically required to perform those duties with acceptable competence. This form is not an evaluation of an employee's performance on the job, but form of communication between the employee and the supervisor. Necessary changes should be made on a regular basis to ensure accuracy of the job duties performed.

**PART I: Employee & Position Information**

The employee and/or the employee’s supervisor may complete this form. Accuracy and completeness are critical in this process.

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| **Employee Information** | |
| Position Title: | Division/Department/College: |
| Employee Name: | Employee Phone Number: |
| Immediate Supervisor: | Supervisor Phone Number: |

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| **General Purpose / Role of the Position** |
| Provide a summary statement that address the purpose of the position and the reasons it exists within the University. |
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| List the primary duties that are most important or consume the most time first, followed by less critical or time-consuming duties.  These duties and responsibilities are intended to illustrate the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. |

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| **Essential Functions – Duties & Responsibilities** | | **Percentage of Time** |
| **1.** |  | **%** |
| **2.** |  | **%** |
| **3.** |  | **%** |
| **4.** |  | **%** |
| **5.** |  | **%** |
| **6.** |  | **%** |
| **7.** |  | **%** |
| **8.** |  | **%** |
| **9.** |  | **%** |
| **10.** |  | **%** |
| **TOTAL** | | **100%** |

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| **Knowledge and Experience** |
| The knowledge and experience typically required to reasonably perform duties under Essential Functions are measure by minimum qualifications.  *Please select the description below that most closely applies to this position.* |
| 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 five to ten 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. |

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| **Qualifications** |
| Please list the minimum qualifications of this position. (Do not list the qualifications specific to current incumbent of the position.) |
| **Minimum Education Level Required:** |
| Choose an item. |
| **Minimum Years of Experience Required:** |
| Choose an item. |
| **Required Knowledge, Skills, and Abilities:** |
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| **Additional Qualifications Required (Licenses, Certifications):** |
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| **Comments:** |
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| **Job Complexity** |
| Indicate the degree of problem-solving required, types of problems encountered, and the nature of decision-making required for this position.  *Please select the description below that most closely applies to this position.* |
| 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. |

Based on your selection above, provide example(s) that reflect how this position would address problems and/or make decisions that are relevant to the responsibilities and duties listed under the position’s Essential Functions.

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| **Scope and Effect** |
| This component measures the scope of influence this position has regarding the overall mission of the University.  *Please select the description below that most closely applies to this position.* |
| 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. |

Provide example(s) of job duties referenced in Essential Functions that are relevant to the statement you selected above.

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| **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*, on a *regular*, *recurring*, and *essential* basis.  *Please select the description below that most closely applies to this position.* |
| 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 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 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, wo work within the same unit. Furnish, obtain, or relay specific, factual, standardized information. |

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

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| **Supervision** |
| Indicate the type of supervision exercised by this role.  *Please select the description below that most closely applies to this position.* |
| 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 / positions of individuals who are relevant to the statement you checked above:

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**PART II: Employee and Supervisor Signatures**

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| *By signing below, the employee and supervisor acknowledge and certify that the information in this PIF is accurate and reflective of the employee's current job duties.* |
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**PART III: Division/Department/College Chair/VP Signature**

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| *By signing below, the divisional, department or college Chair/Vice President has reviewed and discussed this PIF with the employee’s immediate supervisor.* |
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