

## University of Colorado System Administration Officer/Exempt Professional Position Description - Exemption Request Form

Position Type	New <input type="checkbox"/> Vacant <input type="checkbox"/> Occupied <input type="checkbox"/>	Date:	
Working Title:		Employee ID (if occupied):	
Position Number:		Employee Name (if occupied):	
HRMS Job Code:		HRMS Job Title:	
Dept Number:		Department Name:	
FTE:		Percent of Time:	

Is it anticipated that position will be filled by search waiver?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this position an Officer of the Administration?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will this position replace an existing classified position?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If this position is replacing an occupied classified staff position, an employee waiver must be completed	
Background check(s) required in addition to criminal history?	Financial/Credit: <input type="checkbox"/> Motor Vehicle: <input type="checkbox"/> Other: <input type="checkbox"/> Explain:
Requested Salary Range (full-time):	
Position Reports to (position number, name, title):	

**Nature of Work:**

**Essential Function of the Position:**

**Supervision Received and Exercised:**

**Minimum Requirements:**

**Preferred Qualifications:**

**A current organizational chart must be attached to the completed OEP Job Description.**

<b>HR USE ONLY:</b>	
FLSA Exempt?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## FUNCTIONAL ATTRIBUTES OF JOB DUTIES

Essential Functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. For the purpose of the Americans with Disabilities Act, **please select all of the functional attributes below which apply to this position.**

### I. PHYSICAL DEMANDS

- SEDENTARY** - Exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Involves sitting most of the time, but may involve walking or standing for brief periods of time.
- LIGHT** - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of sedentary work. Light work usually requires walking or standing to a significant degree.
- MEDIUM** - Exert up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
- HEAVY** - Exert up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.
- VERY HEAVY** - Exert in excess of 100 lbs. of force occasionally, and/or in excess of 50 lbs. of force frequently, and/or in excess of 20 lbs. of force constantly to move objects.
- CLIMBING** - Ascending or descending using feet and legs and/or hands and arms. Body agility is emphasized.
- BALANCING** - Maintaining body equilibrium to prevent falling on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing feats of agility.
- STOOPING** - Bending body downward and forward. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- KNEELING** - Bending legs at knees to come to rest on knee or knees.
- CROUCHING** - Bending body downward and forward by bending legs and spine.
- CRAWLING** - Moving about on hands and knees or hands and feet.
- REACHING** - Extending hand(s) and arm(s) in any direction.
- HANDLING** - Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand.
- FINGERING** - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- FEELING** - Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.
- TALKING** - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients or to the public, and in those activities

in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

- HEARING** - perceiving the nature of sounds. Used for those activities which require ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on running engines.
  - TASTING/SMELLING** - Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors, or recognizing particular flavors and/or odors, using tongue and/or nose.
  - NEAR ACUITY** - Clarity of vision at 20 inches or less. Use this factor when special and minute accuracy is demanded.
  - FAR ACUITY** - Clarity of vision at 20 feet or more. Use this factor when visual efficiency in terms of far acuity is required in day and night/dark conditions.
  - DEPTH PERCEPTION** - Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.
  - ACCOMMODATION** - Adjustment of lens of eye to bring an object into sharp focus. Use this factor when requiring near point work at varying distances.
  - COLOR VISION** - Ability to identify and distinguish colors.
  - FIELD OF VISION** - Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point. Use this factor when job performance requires seeing a large area while keeping the eyes fixed.
  - CONTROL OF OTHERS** - seizing, holding, controlling, and/or otherwise subduing violent, assaultive, or physically threatening persons to defend oneself or prevent injury. Body strength and agility of all four limbs is necessary.
- ### II. MENTAL FUNCTIONS
- COMPARING** - Judging the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
  - COPYING** - Transcribing, entering, or posting data.
  - COMPUTING** - Performing arithmetic operations and reporting on and/or carrying out a prescribed action in relation to them.
  - COMPILING** - Gathering, collating, or classifying information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the evaluation is frequently involved.
  - ANALYZING** - Examining and evaluating data. Presenting alternative actions in relation to the evaluation is frequently involved.
  - COORDINATING** - Determining time, place, and sequence of operations or action

to be taken on the basis of analysis of data. May include prioritizing multiple responsibilities and/or accomplishing them simultaneously.

- SYNTHESIZING** - To combine or integrate data to discover facts and/or develop knowledge or creative concepts and/or interpretations.
- NEGOTIATING** - Exchanging ideas, information, and opinions with others to formulate policies and programs and/or jointly arrive at decisions, conclusions, solutions, or solve disputes.
- COMMUNICATING** - Talking with and/or listening to and/or signaling people to convey or exchange information; includes giving/receiving assignments and/or directions.
- INSTRUCTING** - Teaching subject matter to others, or training others through explanation, demonstration, and supervised practice; or making recommendations on the basis of technical disciplines.
- INTERPERSONAL SKILLS/BEHAVIORS** - Dealing with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

### III. ENVIRONMENTAL CONDITIONS & PHYSICAL SURROUNDINGS

- exposure results in marked bodily discomfort.
  - EXPOSURE TO WEATHER** - Exposure to hot, cold, wet, humid, or windy conditions caused by the weather.
  - EXTREME COLD** - Exposure to non-weather-related cold temperatures.
  - EXTREME HEAT** - Exposure to non-weather-related hot temperatures.
  - WET AND/OR HUMID** - Contact with water or other liquids; or exposure to non-weather-related humid conditions.
  - NOISE** - Exposure to constant or intermittent sounds or a pitch or level sufficient to cause marked distraction or possible hearing loss.
  - VIBRATION** - Exposure to a shaking object or surface. This factor is rated important when vibration causes a strain on the body or extremities.
  - ATMOSPHERIC CONDITIONS** - Exposure to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation, that affect the respiratory system, eyes or, the skin.
  - CONFINED/RESTRICTED WORKING ENVIRONMENT** - Work is performed in a closed or locked facility providing safety and security for clients, inmates, or fellow workers.
- ### IV. HAZARDS
- Proximity to moving, mechanical parts.
  - Exposure to electrical shock.
  - Working in high, exposed places.
  - Exposure to radiant energy.
  - Working with explosives.
  - Exposure to toxic or caustic chemicals.