

University of North Texas Health Science Center Position Description and Planning Guide

Employee Name:		Department:											
Position ID:		Position Title:											
Pay Grade:		Job Code:											
EEO Code:		FLSA Status:	Exempt Non-Exempt										
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%;"></td> <td style="width: 10%; text-align: center;">Exempt</td> <td style="width: 10%; text-align: center;">Non-Exempt</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>		Exempt	Non-Exempt							<table style="width: 100%; border: none;"> <tr> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;">No</td> <td style="width: 80%;"></td> </tr> </table>	Yes	No	
	Exempt	Non-Exempt											
Yes	No												
Security Sensitive:		Security sensitive positions are those in which employees handle currency, have access to financial records, legal records, medical records, personnel records and student academic records, have access to a master key, or work in an area of the health science center which has been designated as a security sensitive area.											
HIV/HBV Exposure:		Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of the employee's duties. This definition excludes incidental exposure that may take place on the job, and that is neither reasonably nor routinely expected and that the worker is not expected to incur in the normal course of employment.											
Valid Texas Drivers License:		Positions requiring employees to drive vehicles which are the property of the State of Texas will be required to provide a valid Texas Driver=s License to a representative of Human Resource Services. A copy of this license will be maintained in the employee=s file.											
Required Licenses/Certificates:													
*Minimum Education:													
*Minimum Experience:													
*Any equivalent combination of education, training, and experience.													

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Essential Job Functions	How much Time is spent performing task? (%)	Standards of Performance

Employee Date

Supervisor Date

Department Head Date

Human Resource Services Date