



**University of North Carolina Wilmington**  
**POSITION DESCRIPTION FORM FOR BANDED CLASSES**

Division	Department
Position Number (n/a for New Positions)	Career Band or Proposed Career Band for New Positions or Reclasses
Employee Name	Competency Level or Proposed Competency Level (C, J, A)
Working Title	Home Org and Home Org #
Supervisor	Supervisor's Position Title & Position Number
Work Schedule ( <i>i.e. Mon-Fri, rotating shifts, etc</i> )	Work Hours ( <i>i.e. 8:00-5:00pm, etc.</i> )
Timekeeping Unit and Org #	Date

**Description of the Division, Department and Primary Purpose of the Position:**

%	<p><b>Description of Work:</b> <i>Describe the major functions in which the employee participates or for which the employee is responsible. Include examples of decision-making, level of authority and use of judgment and discretion if applicable. In the left-hand column, indicate the percent of time the employee spends in each functional element. The percentage amounts should add up to 100%. In addition, please place an asterisk (*) next to each essential duty/function.</i></p>
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**Change in Responsibilities or Organizational Relationship:**

