

**JOB DESCRIPTION**

* A job description should not have more than 3-5 functional areas.
* Categories may be created under each functional area, as needed.
* Email completed document to employment@tamucc.edu.

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**Job Title**

**CURRENT INCUMBENT**

**PURPOSE**

* One or two sentences describing the purpose of the position.

**DESCRIPTION**

**Functional Area 1:**

 *Examples: Operations, Administrative, Budget, Research, Program Management, Support, Other*

**Percent Effort: Essential Duty?** [ ]  **Yes** [ ]  **No**

**Job Duties**

* Job duties listed here.
* Job duties listed here.
* Job duties listed here.

**Functional Area 2:**

 *Examples: Operations, Administrative, Budget, Research, Program Management, Support, Other*

**Percent Effort: Essential Duty?** [ ]  **Yes** [ ]  **No**

**Job Duties**

* Job duties listed here.
* Job duties listed here.
* Job duties listed here.

**Functional Area 3:**

 *Examples: Operations, Administrative, Budget, Research, Program Management, Support, Other*

**Percent Effort: Essential Duty?** [ ]  **Yes** [ ]  **No**

**Job Duties**

* Job duties listed here.
* Job duties listed here.
* Job duties listed here.

**QUALIFICATIONS**

* Education requirement
* Experience requirement
* Knowledge, skills, and abilities listed here

**PREFERRED QUALIFICATIONS**

* Additional education, experience, skills that are preferred for this position.

**BBP/HAZ - *Bloodborne Pathogens and Hazard Communication***

1. Under local, state, and federal regulations, it is mandatory certain employees undergo initial and annual Bloodborne Pathogens (BBP) Training based on their job tasks. If you answer yes to any of the following questions, the individual you hire will require BBP training:
2. Will the employees’ regular activities potentially bring them into direct or indirect contact with any blood or other potentially infectious materials (OPIM) such as bodily fluids and wastes, needles, cleaning cloths, bandages, etc.?

[ ] Yes [ ]  No

1. Will the employee(s) be required to respond to medical emergencies or work with a client/customer base that would make it reasonable to anticipate employee exposure to blood or OPIM?

[ ]  Yes [ ]  No

1. Will the employee(s) work in an environment(s) where they may encounter such materials (custodial, laundry, recycling, septic systems, wastewater treatment systems, etc.)?

[ ]  Yes [ ]  No

1. Do employees share any tools or objects that may cause cuts or puncture wounds?

[ ]  Yes [ ]  No

1. Under local, state, and federal regulations, it is mandatory certain employees undergo initial Hazard Communication (HAZCOM) Training based on their job tasks. If you answer yes to any of the following questions, the individual you hire will require HAZCOM training:
2. Will this position involve working directly with any chemicals or hazardous materials?

[ ]  Yes [ ]  No

1. Will the employee(s) work in an environment(s) where they may encounter chemicals or hazardous materials?

[ ]  Yes [ ]  No

1. Will the employee(s) be required to respond to situations, emergencies or work with clients/customers that would make it reasonable to anticipate direct or indirect exposure to chemicals or hazardous materials?

[ ]  Yes [ ]  No

1. Will the employee(s) hired be working directly with any departments or colleges that conduct research or teaching in a STEM-related field?

[ ]  Yes [ ]  No