



Description of Work (PDQ Short Form)

Instructions

1. Describe the work, as it *currently* exists.
2. If you have questions or need help, contact **your Business Center HR staff**.
3. Submit this form with the applicant's Criminal History Check Release Authorization if appropriate.

Employee Name _____		Employee ID _____	
Position# _____	Job # _____	Job Title/Class _____	
Department _____		Supervisor _____	
Business Center Contact _____			
Description of Work: Begin each statement with an action verb. <u>You will find it easier to avoid ambiguous terminology if you focus on "what you do" instead of "what gets done."</u> Example: An Academic Advisor might respond, "Advises students regarding all academic-related concerns, requiring a thorough knowledge of University academic policies and procedures."			
SPECIAL CONDITIONS OF EMPLOYMENT: Oregon State University may require a criminal history check as a condition prior to any applicant providing services in a security-sensitive position. If this position has security-sensitive access or requires driving as an essential function, please check the appropriate box(s) below.			
<input type="checkbox"/> Has direct access to persons under 18 years of age or to student residence facilities because the person's work duties require the person to be present in the residence facility.			
<input type="checkbox"/> Is providing information technology services and has control over, or access to, information technology systems that would allow the person to harm the information technology systems or the information contained in the systems.			
<input type="checkbox"/> Has access to property where hazardous materials and other items controlled by state or federal laws or regulations are located.			
<input type="checkbox"/> Has access to laboratories, nuclear facilities or utility plants to which access is restricted in order to protect the health or safety of the public.			
<input type="checkbox"/> Has fiscal, financial aid, payroll or purchasing responsibilities as one of the person's primary responsibilities.			
<input type="checkbox"/> Has access to personal information about employees or members of the public including Social Security numbers, dates of birth, driver license numbers, medical information, personal financial information or criminal background information.			
<input type="checkbox"/> Has responsibility for the care, safety and security of animals.			
<input type="checkbox"/> Driving is an essential function, this position must possess and maintain a current, valid driver's license and maintain a satisfactory driving record while serving in the position.			