

**THE MASSACHUSETTS BOARD OF HIGHER EDUCATION
MASSACHUSETTS COMMUNITY COLLEGE
CLASSIFICATION SPECIFICATION**

******* NEW CLASSIFICATION SPECIFICATION PROPOSAL *****
RECOMMENDED PROPOSAL OUTLINE**

All requests for a job classification change must first be submitted to the college human resource director for recommendation and/or comment. The outline below must be submitted to the Classification Appeals Committee with the Classification Appeal Form or written correspondence from a Community College Human Resource Office.



PROPOSED CLASSIFICATION TITLE: _____

GENERAL DESCRIPTION OF DUTIES

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

EXAMPLES OF ESSENTIAL FUNCTIONS (cont.)

MARGINAL FUNCTIONS

MINIMUM TRAINING AND EXPERIENCE

SPECIAL REQUIREMENTS

PERFORMANCE APTITUDES

Data Utilization:

Human Interaction:

Equipment, Machinery, Tools, and Materials Utilization:

Verbal Aptitude

Mathematical Aptitude:

Functional Reasoning:

Situational Reasoning:

ADA COMPLIANCE

Physical Ability:

Sensory Requirements:

Environmental Factors:
