

POSITION DESCRIPTION

Date created:

Agency: _____

Division: _____

This position is:

- Classified
- Unclassified

- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial

SECTION 1. POSITION INFORMATION

a. Classification Title: _____

b. Employee Name: _____

c. Supervisor Name: _____

d. Supervisor Title: _____

- e. Position: Permanent Seasonal
 Full-Time Part-Time

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. .

| % of Time | DUTIES |
|-----------|--------|
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| | |

SECTION 5. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

SECTION 6. REVIEW OF WORK

Who reviews the work of the position?

| Classification Title | How | How Often | Purpose of Review |
|----------------------|-----|-----------|-------------------|
| | | | |
| | | | |
| | | | |

SECTION 9. OVERSIGHT FUNCTIONS**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

a. How many employees are directly supervised by this position?

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire

SPEND AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date

