

Employee Guide for Completing the Position Description Form (PDF)

The description of the job should not be copied from a class specification or from someone else's Duty Statement - It should be in the employee's (incumbent's) own words.

ITEMS TO BE COMPLETED BY THE EMPLOYEE:

6. NAME: This box should contain the employee's name.
7. LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: For security reasons, only provide the last four digits of the Social Security Number.
8. WORKING TITLE: The Working Title can be the same or different than the position's actual classified title.
- 9a. HOW LONG HAVE YOU BEEN IN THIS POSITION?: Indicate the number of years and months in the position.
- 9b. HOW LONG HAVE YOU WORKED FOR THIS AGENCY?: Indicate the number of years and months in the agency.
10. DO YOU BELIEVE YOUR PRESENT CLASSIFICATION IS CORRECT?: By selecting "NO," a review of the position is being requested. The incumbent should provide the appropriate classification title and explain why they believe the position is incorrectly classified in Item 22.
- 11a. HAVE YOUR PERMANENT DUTIES CHANGED: Mark the "YES" or "NO" checkbox as appropriate.
- 11b. IF YES, WHEN DID YOUR PERMANENT DUTIES CHANGE?: Provide an effective date when the change occurred or provide the approximate number of months you have been performing new/changed duties. Indicate the new, permanent duties that have been assigned to the position in Item 22.
12. NAME AND TITLE OF IMMEDIATE SUPERVISOR: This should be the name of the individual with direct supervision over the position. Please use classified titles rather than working titles.
13. NAMES AND TITLES OF OTHERS WHO MAY ASSIGN OR EVALUATE YOUR WORK?: Provide the requested names and indicate classified titles rather than working titles.
14. WORK SCHEDULE: Provide the position's work schedule. Indicate if the position requires rotating hours, on-call duties, or other special/unusual schedules. For certain classes (nurses, etc.), this information can be a crucial consideration in making appropriate allocation determinations.
15. TRAVEL REQUIREMENTS: Indicate purpose and frequency of travel, and whether day or overnight.
16. CONTACTS: Indicate media (personal/face-to-face, telephone, correspondence, etc.), purpose, and frequency of contacts.
17. PHYSICAL EFFORT: Describe any physical effort required. (Examples: lifting, standing, walking, etc.)
18. EQUIPMENT/SOFTWARE OPERATED: List any specialized equipment/software used regularly in the performance of duties.
19. SUMMARIZE THE OVERALL PURPOSE AND ROLE OF THIS POSITION IN THE ORGANIZATION: This should be a general statement or short paragraph summarizing the primary purpose and role (i.e. shift supervisor, lead worker, accounts payable clerk) and area of responsibility (i.e. program, unit) of the position in the organization (i.e. division, board).
20. DUTY STATEMENT: Describe in detail this position's permanent duties and provide the span of responsibility in relation to the designated work unit, geographical area, etc. Do not include short-term duties or projects. List the most important or most frequent duties first. Indicate the amount of time spent on each duty by assigning percentages to each individual duty with the total of the duties equaling 100%. Do not lump multiple duties into one percentage. **DO NOT COPY** examples of work from class specifications or an existing duty statement from another Position Description Form. Duties should be described in the incumbent's own words.

Concentrate solely on the duties performed. Provide an explanation for all acronyms or abbreviations used. Additional sheets may be attached, if necessary.

EXAMPLES:

Incorrect (“Lumping” of Duties):

100% - Accounts Payable: In 2002, our division got FAS123 so we can keep track of our expense accounts on the computer rather than using manual books. Anyone who spends agency money or is in need of reimbursement has to submit receipts to me. I look at the receipt and make sure it is authentic, the expense is justifiable, and that the bill has not already been paid. Every week, I enter any expenditures in FAS123-P that have occurred since the last time I updated it based on the receipts that have been turned in. After all entries are made, I find the balance of each account and record the balances in a spreadsheet. I also monitor the account balances. If I notice the balance of an account is getting low, I will email my supervisor and let her know. Sometimes she tells me to transfer funds. If she does, I will log into FAS123-G and transfer the funds as she has requested. This process can be very lengthy and difficult depending on the number of receipts turned in. I have to pay close attention to the dollar amounts and remain detail oriented when making entries. At the end of the month, I will receive a bank statement. I evaluate the statement against FAS123-P records and ensure they balance. If they don't, I am responsible for finding the discrepancy. This requires me to go back and evaluate the entries I had made into FAS123-P against the statement. I may also be required to request assistance and/or other information from co-workers or outside agencies. Once the bank statement and FAS123-P records balance, I print a report of all the transactions made that month for each account. I make several photocopies of the report and give them to the Director, Deputy Director, Broad Banded Manager, the accountant, and my supervisor.

Correct (Breakdown of Individual Duties):

60% - In 2002, our division got FAS123 so we can keep track of our expense accounts on the computer rather than using manual books. Anyone who spends agency money or is in need of reimbursement has to submit receipts to me. I look at the receipt and make sure it is authentic, the expense is justifiable, and that the bill has not already been paid. Every week, I enter any expenditures in FAS123-P that have occurred since the last time I updated it based on the receipts that have been turned in. After all entries are made, I find the balance of each account and record the balances in a spreadsheet. I also monitor the account balances. If I notice the balance of an account is getting low, I will email my supervisor and let her know. Sometimes she tells me to transfer funds. If she does, I will log into FAS123-G and transfer the funds as she has requested. This process can be very lengthy and difficult depending on the number of receipts turned in. I have to pay close attention to the dollar amounts and remain detail oriented when making entries.

25% - At the end of the month, I will receive a bank statement. I evaluate the statement against FAS123-P records and ensure they balance. If they don't, I am responsible for finding the discrepancy. This requires me to go back and evaluate the entries I had made into FAS123-P against the statement. I may also be required to request assistance and/or other information from co-workers or outside agencies.

10% - Once the bank statement and FAS123-P records balance, I print a report of all the transactions made that month for each account. I make several photocopies of the report and give them to the Director, Deputy Director, Broad Banded Manager, the accountant, and my supervisor.

5% - Other duties as assigned.

21. SUPERVISION EXERCISED: If this item does not apply, indicate “none” and proceed to Item 22. If this item applies, provide responses to the sub-items.
- Indicate the number of employees supervised on a regular basis.
 - Indicate the percentage of time spent on supervision and related duties.
 - Indicate the names and classified titles for employees that are DIRECTLY supervised. If there are more than 5, provide the classified titles and number of each.
 - AS A SUPERVISOR, DO YOU: Mark the appropriate checkbox as it applies to the position.
 - IS THE PRIMARY EMPHASIS OF YOUR WORK THE TECHNICAL SKILL USED OR THE SUPERVISION OF OTHER EMPLOYEES?: Mark the appropriate checkbox. The answer identified should also be reflected in the Duty Statement, Item 20.

22. **ADDITIONAL INFORMATION AND COMMENTS:** Space is provided for additional comments/information.
(Also space for explanation if answer to #10 was NO.)

23. **EMPLOYEE'S SIGNATURE:** The signature of the incumbent is required to verify all information is accurate to the best of the employee's knowledge.