



## Instructions for Completing Position Description (PD)

### Introduction

The Position Description (PD) addresses the duties assigned to the position. The PD is written by the supervisor and reviewed with the employee at the beginning of the evaluation cycle.

### Position Identification Information

(Please consult with your Agency Human Resources department for appropriate coding.)

- **Position Title and Number:** Enter assigned position number. (required field)
- **Agency Parent/ Agency/ Agency Number/ Department:** Enter agency name and agency code; division or department name as appropriate. (required field)
- **Work Location:** Enter the position's location code. (required field)
- **Occupational Family:** Enter the assigned occupational family. (required field)
- **Job Title & Code:** Enter the position's job title and code. (required field)
- **Pay Band:** Enter the pay band to which this position is assigned. (required field)
- **Working Title:** Enter the employee's work title if used. (optional field)
- **SOC Title & Code:** Enter the assigned SOC title and code. (required field)
- **Employee Level & Employees Supervised:** Check the appropriate box for employee, supervisor, or manager. Additionally, indicate if employee supervises two or more employees (FTEs). The manager designation indicates that the employee supervises supervisors. (required field)
- **FLSA Status:** Check the appropriate box to designate the position as exempt or non-exempt under the Fair Labor Standards Act. (required field)
- **EEO Code:** Enter the appropriate EEO code. (required field)
- **Statement of Economic Interest:** Enter if position requires a Statement of Economic Interest form to be completed.
- **Safety Sensitive Position:** Enter if position is a safety sensitive position.
- **Position Designation:** Enter if position is essential or non-essential personnel for emergency purpose.

### Work Description

- **Effective Date:** Enter the date the position description was created or updated. (required field)
- **Purpose of Position:** A brief description of the reason the position exists. This statement should link to the organizational objective and capture the most important service or product expected from the employee in the position. This

statement gives the reader a good idea of the purpose of the position without going into detail. (required)

- **Organizational Objective:** A brief statement describing how the position links to the work unit, division, or agency's objective(s). This statement helps the supervisor and employee align the position's work assignments and priorities to agency-desired outcomes and results.
- **Agency/Departmental Objectives and Measures:** Objectives are defined as strategic business objectives to achieve goals set by the agency or division/department. Identifying objectives on the work plan helps to support organizational values and goals and reinforces each employee's role in meeting those goals. Identify the qualitative and/or quantitative measures against which each objective will be assessed.
- **Job Duties and Measures:** Job Duties are defined as primary and essential to the work performed and are written as broad sets of major duties or functions. Job duties must provide sufficient information to assign the position to the proper Role, determine FLSA exemption status, and provide a basis for performance evaluation. List five or more job duties in order of their importance to the whole job. Statements should be brief and do not have to include every detail of the position's activities. Identify the qualitative and/or quantitative measures against which each job duty will be assessed.
- **Knowledge Skills and Abilities (KSAs):** A description of the expertise required to successfully perform the work assigned to the employee. It may be used in hiring new employees or to describe the minimum qualifications and additional considerations of the incumbent.
- **Education, Experience, Licensure, Certification:** Enter the educational background that is required by law, regulation, or credentialing in order to serve in the position. Also, list any occupational certifications or licenses that the employee must hold in order to do the job.
- **Special Assignments and Measures:** Special assignments are considered brief in nature and typically are not extended beyond the performance period. Statements should be brief and do not have to include every detail of the assignment. Identify the qualitative and/or quantitative measures against which each assignment will be assessed.
- **Additional Information for Agency:** Include additional agency related statements, values etc. related to the position.
- **Physical Demands/Cognitive Requirements:** Documents essential and marginal job functions of the position for use when responding to requests for job modification or accommodation. This information should be maintained as part of the position information. Any medical information used to make job modifications or accommodations must be maintained separately from the employees' personnel files.
- **Position Reports To:** Enter the supervisor's name. (required field)