

P105 Position Description Form

The following instructions will explain the functions of each section and describe how to fill out the form. For more detail, please refer to the Position Description Guide.

(The font and font size for the position description form is: **Calibri - Size: 10-14**)

1) Information sources for CBJ use are:

- Manager Self Service (direct reports) in Lawson
- HR11 screen in Lawson (only Remote Admin Users/some MSS users have access)
- PAO2 screen in Lawson (only Remote Admin Users have access)
- Human Resources- 586-5250

2) Reason for Submission: provide a simple statement to describe why you are submitting a position description and how the changes will affect others in the work unit. Some examples include:

- The position was reviewed and updated at the time of the incumbent’s performance review.
- The complexity of work has changed
- The incumbent no longer has direct reports.
- The position is vacant and a change to the minimum qualifications is needed.
- At the request of Human Resources the position is part of a class study.

| Reason for Submission: | Date: |
|------------------------|-------|
| | |

3) Current position details: state the current position job title, position control number (PCN), department, division, status, over-time eligibility, union affiliations, name of direct supervisor and the supervisor’s PCN.

| | | | |
|--|--------|---|-------------------------|
| Current Job Title: | | PCN: | |
| Department: | | Division: | |
| Class Code: | Range: | FTE: | Status: Choose an item. |
| FLSA: Over-time eligible Yes <input type="checkbox"/> No <input type="checkbox"/> | | Bargaining Unit: None <input type="checkbox"/> MEBA <input type="checkbox"/> PSEA <input type="checkbox"/> IAFF <input type="checkbox"/> | |
| Supervisor: | | Supervisors’ PCN: | |

4) Position Overview: In no more than five (5) sentences, summarize the purpose of the position. Why does this position exist? Please indicate the level of supervision received by the incumbent, what type of work is being performed, describe the level of judgment and responsibility, and how frequent the work is reviewed.

| Position Overview |
|--------------------------|
| |

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|--|
| Section I includes: Job duties and responsibilities, other duties as assigned, and qualifications |
|--|

5) Duties and Responsibilities: mean specific overall job duties that are grouped by assignment. For each overall assignment, you must estimate the percentage of time spent performing the work.

Cycles of work differ; some positions perform the same work every day, on a monthly basis, or may only perform work seasonally.

In determining the percentages of time, consider cycles and frequency on an annual basis. The position description template has five category boxes prepared but you may add or delete as necessary. The total percentage of time must equate to 100%. The Position Description Guide will help you describe the duties, tasks and assignments.

| Job Duties | |
|--|--------------------------------------|
| <p>Briefly describe the most important duties performed in the normal course of work. List, in order of importance, the specific duties performed on a regular basis. Estimate the percentage of time spent on each duty. Primary responsibilities are those tasks that are basic, necessary, and an integral part of the job. Other responsibilities are those considered peripheral, incidental, or a minimal part of the job.</p> | |
| Duties and Responsibilities: | Estimated Percentage of Time: |
| | |

6) Other duties as assigned: are part of every position. There are times when unexpected or incidental assignments are performed. This may include work performed occasionally, assigned randomly, and encompass any other additional duties that do not fit inside the general duties of the position that are frequent and reoccurring. Usually the estimated percentage of time performing other duties ranges between 5 and 10%.

| Other duties as assigned: | Estimated Percentage of Time: |
|---------------------------|-------------------------------|
| | |

7) Qualifications: List, in order of importance, the qualifications that the incumbent must have prior to appointment to this position. These are represented by knowledge, skills, and abilities, and licenses, certifications, registration, or other credentials **required** to perform the work. Educational requirement may be listed if there are no other substitutions allowed (ex. work experience). Also note if a course of study is required to be given permanent status.

| Qualifications |
|---|
| <p>What specific Knowledge, Skills, Abilities, are <u>necessary</u> to perform the duties and responsibilities of this position?</p> <p>Knowledge:</p> <p>Skill:</p> <p>Ability:</p> |
| <p>Which licenses, certifications, registrations, education, or other related standards are <u>required</u> to perform the work?</p> |

Section II: Physical, Mental, and Environmental Conditions & Requirements

8) Physical, Mental, and Environmental Conditions & Requirements: In order to comply with the ADA and OSHA laws and policies, the CBJ requires documentation of the physical, mental, and environmental conditions and requirements of each position that can be performed with or without reasonable accommodation.

New and current employees are required to know and understand the work conditions and requirements of their position. When selecting the type and frequency of requirement for physical, mental, and environmental conditions, give careful consideration to “O” occasional, or “F” frequent.

For these selections, accommodations may be given on a case by case basis and depending on the ability for the CBJ to provide a reasonable accommodation. This section should be reviewed each time a new position is made, an update is requested, or after five years, whichever occurs first.

This section lists the most common physical, mental, and environmental conditions found in CBJ positions. A drop down list is provided for each item and the definitions can be found below.

*In order to promote uniformity, do not delete any of the physical, mental, or environmental conditions listed in the position description. You can add as necessary, but if something does not apply to the position, choose NA from the drop down list.

To comply with the Americans with Disabilities Act of 1990 (ADA), Occupational Safety Health Administration (OSHA), and Blood borne Pathogens Standards, it is necessary to specify the physical, mental, and environmental conditions of the ESSENTIAL DUTIES of the job. Use the following codes to complete this section:

| | |
|--|---|
| NA: Not required of the position NE: Required, <u>not essential</u> of the position | O: Occasional, up to 33% of the time; <u>ESSENTIAL</u> of the position F: Frequent, <u>ESSENTIAL</u> of the position |
|--|---|

PHYSICAL:

Bend: Choose an item.. **Sit:** Choose an item. **Squat:** Choose an item. **Stand:** Choose an item.
Crawl: Choose an item. **Walk:** Choose an item. **Climb:** Choose an item. **Kneel:** Choose an item.
Swim: Choose an item. **Lifting (up to 20lbs):** Choose an item. **Lifting (20lbs-50lbs):** Choose an item.
Lifting (over 50lbs): Choose an item. **Push/Pull objects:** Choose an item. **Read:** Choose an item.
Hold/handle objects: Choose an item. **Reach above shoulder level:** Choose an item.
Distinguish Colors: Choose an item. **Hearing conversation/sounds:** Choose an item.
Distinguish odors by smell: Choose an item. **Use fine finger movements:** Choose an item.
Use of hazardous equipment: Choose an item. **Seeing objects at a distance:** Choose an item.
Seeing objects peripherally: Choose an item. **Seeing close work (e.g. typed print):** Choose an item.
Other:

MENTAL:

Read/Comprehend: Choose an item. **Write:** Choose an item. **Perform Calculations:** Choose an item.
Problem solving: Choose an item. **Reason and Analyze:** Choose an item. **Multi-task:** Choose an item.
Work Cooperatively w/others: Choose an item. **Direct, control, and plan:** Choose an item.
Perform under constant/changing deadlines: Choose an item. **Influence people:** Choose an item.
Manage confidential information: Choose an item. **Comprehend and follow instructions:** Choose an item.
Make presentations to public forums/committees: Choose an item.
Manage and/or lead work of others: Choose an item. **Other:**

ENVIRONMENTAL:

Is exposed to excessive noise: Choose an item. **Is around moving machinery:** Choose an item.
Works in confined spaces: Choose an item. **Work at heights (towers, poles):** Choose an item.
Exposed to changes in temperature and/or humidity: Choose an item.
Exposure to infection, germs, or contagious diseases: Choose an item.
Exposure to insect bites/stings: Choose an item. **Exposure to electrical current (not outlets):** Choose an item.
Exposure to materials potentially contaminated by blood or bodily fluids: Choose an item.
Driving cars/trucks/boats: Choose an item. **Driving heavy equipment:** Choose an item. **Other:**

9) Special requirements: The most common requirements are listed below. The safety requirement is always checked off because it always applies. Additional requirements should be added to the “Other” row.

| Special Requirements of Employment | | |
|---|---|--|
| Overtime | Must be willing to work nights and/or weekends. | Must be available for on-call assignments and/or alternate work schedule |
| <input type="checkbox"/> Shift Work | Travel outside of normal business hours & outside normal hours. | Travel, to include overnight stays. |
| Must comply with all workplace safety requirements. | | |
| Other: | | |

10) Check yes or no if the position will have direct reports: Definitions are listed below to provide guidance regarding level or supervisory responsibility and authority given to direct reports.

| Section III: Supervisory Responsibilities and Authority | |
|---|--|
| This position has Direct Reports: Yes <input type="checkbox"/> No | |
| No Authority (NA) | Position does not have authority to take action. |
| Recommend (R) | May make suggestions of action to their supervisor. |
| Prior Approval (PA) | Position must inform supervisor and obtain approval before taking action. |
| Complete Authority (CA) | Incumbent is authorized to take action without approval from their supervisor; must inform supervisor of any action taken. |

11) Use the definitions on the previous page to assign the level of supervisory responsibility and authority given to direct reports. There are three subsections you can fill out, depending on the type of supervision given and if there are varying degrees of supervision for multiple direct reports.

If the position does not have any supervisory responsibility, you may delete two sub-sections, but leave one in case supervision is added to the position in the future.

Supervisors with the same level of authority for all their direct reports will use one sub-section. Supervisors with different or varying levels of supervisory responsibility should use separate sub-sections to reflect differences.

*If you have multiple direct reports who share the same PCN and title, please use parenthesis and state how many direct reports next to the PCN.

| PCN(s): | | | Job Title(s): | | | | | | |
|-----------------|-----------------|-----------------|----------------------|--------------------|-----------------|-----------------|-------------------|-----------------|-------------------|
| Appointment | Promote | Train | Evaluate Performance | Authorize Overtime | Schedule work | Authorize Leave | Certify Timesheet | Discipline | Settle Grievances |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| PCN(s): | | | Job Title(s): | | | | | | |
| Appointment | Promote | Train | Evaluate Performance | Authorize Overtime | Schedule work | Authorize Leave | Certify Timesheet | Discipline | Settle Grievances |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| PCN(s): | | | Job Title(s): | | | | | | |
| Appointment | Promote | Train | Evaluate Performance | Authorize Overtime | Schedule work | Authorize Leave | Certify Timesheet | Discipline | Settle Grievances |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |

12) Certifications: This section must be signed prior to being submitted and reviewed by Human Resources. It is required that this page is signed by the Employee, Supervisor, and Department Director. It is the Department’s discretion if the Division Head is required to sign.

Vacant positions do not require signatures. If the position is vacant at the time a position description is submitted and reviewed, the supervisor must provide an approved position description to the new employee once they are hired, have the employee sign the certifications page, and submit a scanned copy of the certifications page to HR.

*The employee signature implies that the employee has reviewed the position description and understands what is expected of the position.

13) Comments: are a notice to the HR classifiers. If there is a “background story,” additional information can give us a great context to work from. The comments box is also where you can add any desirable skills or educational background that you would like included in our analysis when determining qualifications for the position.

| | |
|--|-------|
| Certifications: | |
| I have reviewed this position description and certify that all the information cited above is accurate and complete to the best of my knowledge. | |
| Employee: | Date: |
| Supervisor: | Date: |
| Division Head: | Date: |
| Department Director: | Date: |
| COMMENTS | |
| | |

What happens next?

Once the position description is filled out, signed, and submitted, the assigned classifier will attach a final document to the top page of the position description with the approved classification. The classifier will then send a classification email out to the Department Director, Department Administrative Assistant, Current Incumbent, Supervisor, and Controller’s Office, Payroll Office, and HR staff. The approved position description, final HR classification form, along with an update memorandum will be attached to the email as well.

Questions?

Please contact Human Resources: 586-5250