Classified Position Description

☐ New  ☐ Revised  Date: ___________

Section 1: Position Information

Class Title:
Class Number:
Position Number:
Working Title:
Work Unit:
Work Location (City-County):
Employee Name:
Effective Date:

Position:  ☐ Regular  ☐ Seasonal  ☐ Limited Duration  ☐ Academic Year
☐ Full-Time  ☐ Part-Time  ☐ Intermittent  ☐ Job Share

FSLA:  ☐ Exempt – Not eligible for overtime  ☐ Non-Exempt – Eligible for Overtime

Section 2: Program/Position Information

Describe the program in which this job exists. Include program purpose, who’s effected, size, and scope. Include relationship to agency mission.

Describe the purpose of this position, and how it functions within this program, by completing this statement:
The purpose of this job/position is to . . .
Section 3: Description of Duties

List major duties. Note the percentage of time that the duties are performed. If this is an existing position, mark "N" for new duties or “R” for revised duties. To comply with the American Disability Act, identify the duty as “Essential Function” by marking the duty with EF in the appropriate column.

% of Time  N / R  EF  DUTIES

Section 4: Working Conditions

Describe special working conditions that are a regular part of this job. Include frequency of exposure to these conditions.

Section 5: Guidelines

List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

How are these guidelines used to perform the job?
Section 6: Work Contacts

With whom, outside of co-workers in this work unit, must this position regularly come in contact?

<table>
<thead>
<tr>
<th>Who Contacted</th>
<th>How</th>
<th>Purpose</th>
<th>How Often?</th>
</tr>
</thead>
</table>

Section 7: Job Related Decision Making

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

Section 8: Review of Work

Who reviews the work of this position? (List position title and position number.) How? How often? Purpose of the review?

Section 9: Leadwork or Coordination of Duties

Which of the following leadwork/coordination activities does this job perform?

- [ ] Trains Employees
- [ ] Assigns Work
- [ ] Directs Work Procedures
- [x] Reviews Work
- [ ] Provides Informal Work Review to Supervisor

What percentage of time does this position perform these duties? _____ % For how many employees? ___
**Section 10: Additional Job-Related Information**

Any other comments that would add to an understanding of this position:

**SPECIAL REQUIREMENTS:** List any special mandatory recruiting requirements for this position:

**BUDGET AUTHORITY:** If this position has authority to commit agency operating money, indicate in what area, how much (biennially):

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**Section 11: Organizational Chart**

Complete the chart below; **OR attach an expanded Organizational Chart to this form:**

<table>
<thead>
<tr>
<th>Reviewer Name &amp; Title</th>
<th></th>
<th>Names &amp; titles of those for whom this employee provides leadwork</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Name &amp; Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Name &amp; Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name and Title of other employees reporting to the same supervisor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Revised December, 2009
### Section 12: Signatures

Signatures for completed form.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td></td>
<td>Supervisor – Sign</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Print Name Here</td>
<td>Here</td>
<td></td>
</tr>
<tr>
<td>Reviewer</td>
<td></td>
<td>Reviewer – Sign</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Print Name Here</td>
<td>Here</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td>Employee – Sign</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Print Name Here</td>
<td>Here</td>
<td></td>
</tr>
<tr>
<td>Judy Vanderburg</td>
<td></td>
<td>Appointing Authority – Sign</td>
<td></td>
</tr>
<tr>
<td>Appointing Authority – Print</td>
<td></td>
<td>Here</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name Here</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Revised December, 2009