

JOB DESCRIPTION
DPA 651 (11/96)

(Please read carefully before completing the Job Description Form.)

Instructions for completing the Job Description Form

The Job Description Form is used to obtain information about your duties to determine whether your job is properly classified. Please complete the form in your own words and be clear, accurate, and complete. If a question does not apply to your type of work, write N/A. Avoid general terms, abbreviations, or vague expressions or conclusions about the difficulty of your work. For additional space, attach extra pages identified with your name and the name of your department. When your description is completed, give it to your supervisor. Your supervisor should review your form for completeness and accuracy and to clarify or give additional information about your duties and responsibilities. Your supervisor may attach additional pages to make statements he/she thinks are necessary before signing your form. You may keep a copy.

Instructions for Supervisor

Please review this form for completeness and accuracy. On the last page of the form, you are asked for your signature in Item 29. Further, if you have checked "A," your certification means you believe that the statements made constitute a true description of the duties and responsibilities of the job. If the description does not agree with your knowledge of the job, Box "B" should be checked, and you should provide more information on the job in Item 30. Under no circumstances, however, are the employee's statements to be changed.

When you have finished your review, please forward the form to your personnel office.

Department of Personnel Administration

1. Name	Last	First	MI	2. Civil Service Title
3. Working Title	4. Department			5. Division or Institution
6. Unit or Program				7a. Work Address/City
8. Supervisor (Name and Civil Service Title)				7b. Work Telephone Number
9a. Work Schedule	9b. Daily Hours		9c. Position Number	
Sun Mon Tu Wed Thur Fri Sat				
Days of Week (Circle Days Worked)		Start A.M./P.M. Finish A.M./P.M.		
Alternate Work Schedule		<input type="checkbox"/> 9/8/80	<input type="checkbox"/> 4/10/40	

10. Briefly Describe the Major Purpose of Your Job:

11. DESCRIPTION OF YOUR WORK

This is the most important item on this form. Describe your own job in your own words. List the duties first that take the largest amount of your time. Estimate the amount of your working time spent on each duty. Use percentage or number of hours or days, or a similar breakdown. You may group related duties together and give estimated time for each group.

EXAMPLES OF GOOD AND POOR DUTY STATEMENTS

Prepare registers of all claims showing allocation of budget expenditures and total amount of expenditures and total amount of expenditures for month in which claims are made.

Keep claim registers.

Mow lawns with power mower, hand mowers, and weed grounds. Trim trees from ground and from ladder, using power saws. Lubricate mowers.

Rake, maintain grounds, and landscape areas.

12. How long have you been doing the above duties for this department?

13. Describe the part of your job that requires the highest degree of skill to perform.

14. List any machine, equipment, or motor vehicles you are required to use in your job and how often:

15. Identify by their position titles persons with whom you have frequent contacts and explain the purpose of those contacts.

16. What manuals, written instructions, guides, or precedent decisions are available to help you in the performance of your work? Make clear the extent to which these guides provide the solution to your problems. Give examples:

17. Indicate, by example if necessary, the kinds of problems or matters you refer to your supervisor or other individual for assistance.

18. What portion of your work is reviewed?

By whom?

For what purpose?

19. If you make an error, how and when is it found?

20. What is the most serious thing that could result from an error in your work?

21. Indicate how you receive the majority of your work assignments.

- Projects are assigned by supervisor who tells me how to do them.
- Projects are assigned by supervisor but I decide how to do them.
- I have responsibility for a set of duties and I know when and how to do them.
- I develop projects myself as needed and decide when and how to do them.
- Other (describe)

22a. I directly supervise the following employees:

Answer this item only if you are actually responsible for directing the work of others. Inspecting, checking, or proofreading the work of others does not in itself constitute supervision.

<u>Name</u>	<u>Civil Service Class Title</u>
_____	_____
_____	_____
_____	_____
_____	_____

22b. Indicate how many employees you indirectly supervise. For example, an Office Services Supervisor II who supervises a section composed of two units, each supervised by an Office Services Supervisor I as shown in 22a above, would indicate: Three Office Technicians; four Office Assistants.

(show numbers and titles only):

<u>Number of Employees</u>	<u>Civil</u>	<u>Service Class Title</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

23. If you supervise employees, briefly describe the nature and extent of your supervisory responsibilities (plan, work, prepare budget, assign and review work, evaluate performance. Initiate action to fill vacancies and select employees, approve use of vacation, sick leave and other leaves, settle grievances, etc.)

24. List license, registration, or certificates required for your job:

25. Specify any skills or competencies, knowledge and abilities you use to perform the duties of your position:

26. Specify any special education or training which can not be learned or acquired during the probationary period of your classification.

27. If there is any other information about your position which you feel is important, enter it here. (You need not complete this item unless you have additional information which you think will help in the proper classification of your position.)

28. Certification of Employee

I hereby certify, that all statements made by me on this form are to the best of my knowledge, complete and accurate.

Signature _____ Date _____

29. Certification of immediate supervisor and Personnel Officer or designated representative.

Immediate Supervisor

Personnel Officer or designated representative

A. I concur entirely with employee's statements.

A. The information given is correct and complete to the best of my knowledge.

B. See Item 29 for comments

B. See Item 29 for comments

Signature (Supervisor)

Signature (Personnel Officer)

Civil Service Title

Civil Service Title

