



Position Description - Part I Authorization

Allocated Class Title: <i>(To be filled in by Compensation)</i>	
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Section 1 – Position Information <i>Please complete the following information.</i>	
Position Number:	
Bargaining Unit:	Drop Down Menu Choice:
Current Classification:	
Working Title:	
Department:	
Branch/Section:	
Supervisor's Position Number:	
Supervisor's Working Title:	

Section 2 – Authorization
<i>By providing a signature, you are indicating that this position description is a current and accurate description of the responsibilities of this position and that management has reviewed and agreed to the content of the position description so that it can be used for classification decisions. If the supervisor does not agree with what is in this position description, Section 15 in Part III should be filled out.</i>
Signatures

	Date:	
Branch Manager, Director or Designate's Signature	Position #	
Printed Name:		

	Date:	
Supervisor's Signature	Position #	
Printed Name:		

	Date:	
Employee's Signature	Position #	
Printed Name:		



Position Description - Part II Employee's Section

This is the most important part of the form. Refer to the "Guide for Completing the Position Description."

Section 3 – Job Summary

Briefly summarize the primary purpose of this position. This should indicate the type of work performed, as well as the scope of responsibility of the role.

Section 4 – Duties and Responsibilities

Please indicate the major responsibilities of the position and the percentage of time devoted to each. Record functions in decreasing order of importance.

Duty #1:	% of Time

Duty #2:	% of Time

Duty #3:	% of Time

Duty #4:	% of Time

Duty #5:	% of Time

Position Description - Part II – Employee’s Section - continued

Section 5 – Complexities

What are the most complex aspects of the position?

Section 6 – Decision Making

What kinds of decisions are made by this position? What decisions are referred to the supervisor for guidance or direction? Also indicate the level of independence exercised in making decisions and the implications of the decisions.

What type of guidelines, regulations, policies and procedures does the position work within?

Section 7 – Supervision Received

What type of instructions or guidance does the supervisor give to the position?

Section 8 – Supervision Responsibilities

Is the position responsible for the supervision of staff? If so, how many and to what extent are the responsibilities? (See Guide for Completing the Position Description for the definition of Supervisory Responsibilities)

Section 9 – Contacts

Who is the position in regular contact with? What is the reason and nature of the contact?

Position Description - Part II – Employee's Section - continued

Section 10 – Physical Requirements and Working Environment

Please indicate the physical and mental demands of this position and the working environment under which it operates.

Physical Requirements

Sedentary – Typically includes any or all of the following:

Sitting
Kneeling
Lifting up to 10 lbs

Standing/Walking
Manual Dexterity

Climbing Stairs
Visual Acuity/Color Vision

Most office jobs may be considered sedentary

Light Effort – Typically includes any or all of the above plus any or all of the following:

Climbing Ladders
Depth Perception/night
Use of Feet (for controls)

Balancing
Lifting
Pulling

Crawling
Pushing
Lifting up to 20 lbs

Crouching
Reaching (either or both arms)

Jobs such as meter readers, regular transit operators and building cleaners may be considered light effort.

Heavy Effort – Typically includes any or all of the above plus the following:

Lifting up to 100 lbs

Refuse workers, construction workers, emergency medical technologists, fire fighters, police officers and some laboring types of jobs may be considered heavy effort.

Working Environment

Environmental Conditions Exposed to:

- Extreme Temperatures (hot, cold)
- Dry, humid and/or dusty air
- Precipitation (rain, snow)
- Brightness, darkness

Physical Circumstances Involved:

- Confined Spaces
- Vibrations (sudden jerk and/or jarring)
- Heights

Special Occupational Hazards Involved:

- Exposure to chemicals, toxins, gases, fire, fumes
- Exposure to mechanical and/or electrical hazards (machinery, hydroelectric transmissions equipment)

Miscellaneous:

- Working alone
- Shift work
- Exposure to animals

Protective Equipment:

- Safety Footwear (steel-toed boots, etc)
- Head Protection (hard hat, bump hat, etc)
- Skin Protection (gloves, cream, etc)
- Ear Protection
- Eye Protection
- Respiratory Protection



Position Description - Part III Supervisor's Section

This section must be filled in by the immediate supervisor

Keep in mind the reasonable needs of the position itself rather than the qualifications of the individual who may now occupy the position.

Section 11 – Change in Duties and Responsibilities

Please indicate any added or deleted duties/responsibilities since the last time the position was updated.

Section 12 – Education and Experience

Please identify the minimum level and specific type of education and/or experience required at entry.

Level of Education (specify certificate, diploma or degree)

Designations, Licenses, Certificates

Minimum years and type of work experience required.

Section 13 – Knowledge, Skills and Abilities

Please list the required knowledge, technical/professional skills, abilities and competencies required for this position.

Section 14 – Hours of Work

Indicate the hours of work per week this position works, if this position works alone or in shift work and whether or not a compressed work week is offered.

