

Position Description

Read each heading carefully before proceeding. Make statements simple, brief and complete. Be certain the form is signed. Send the original to the Human Resources Office.

CHECK AS APPROPRIATE: ☐ **Unclassified** ☐ **Classified** ☐ **Regular** ☐ **Temporary**

PART I – To be completed by department head or human resources office.

1. Agency Name		8. Position Number	
2. Division		9. Current Title (if existing position)	
3. Unit/Office		10. Proposed Title	
4. Name of Incumbent		11. Working Title	
5. Work Station Location (Subject to Change) City: _____ County: _____		12. Allocation	
6. Check appropriate time: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time _____%		For use by Human Resources Department	13. Effective Date
7. Regular Hours of Work FROM: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM TO: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Su <input type="checkbox"/> M <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa OTHER: _____			14. FLSA Status
			15. By:
		16. KPERS Designation <input type="checkbox"/> Corrections A <input type="checkbox"/> Corrections B <input type="checkbox"/> Regular	

PART II – To be completed by department head or human resources office or supervisor of the position.

17. Describe the mission, goal, and/or purpose of this position. Why does it exist?

18. Who is the supervisor of this position (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
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19a. Check the statement that best describes the leadership, supervisory or management responsibilities of this position.

- ☐ **None.**
- ☐ **Lead Worker.** Plans and coordinates the work of co-workers, guiding and training them while performing the same kind and level of work a majority of the time.
- ☐ **Supervisor.** Assigns, directs, reviews and evaluates the job performance; has significant input into decisions related to hires, transfers, promotions, demotions, dismissals, and discipline of employees under his or her supervision. The majority of the work is different from that of subordinates.
- ☐ **Manager.** Integrates and coordinates the activities of several organizational functions or programs and initiates changes through subordinate supervisors or integrates and coordinates the activities of one or more programs having department-wide impact.

b. List all persons who are supervised directly by employee in this position:

20. Describe the work of this position using this page or one additional page only. Also note, Essential Function Form is attached.

Use the following format for describing job duties. What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (be brief); how is the action being done (be brief). Number each task and indicate percent of time an incumbent spends or would spend performing each task:

No.	%	Job Duties

21a. How much latitude is allowed the employee in completing the work? b.) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c.) State how and in what detail assignments are made:

22. What hazards, risks or discomforts exist on the job or in the work environment? Frequency of exposure?

PART III – To be completed by department head or human resources office.

23. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position:

Required Minimum Qualifications:

Preferred Skills and/or Qualifications:

Necessary Special Qualifications, Licenses, Certifications, and/or Registrations:

_____ Signature of Employee	_____ Date	_____ Signature of Human Resources Official	_____ Date
_____ Signature of Supervisor	_____ Date	_____ Signature of Agency Head or Appointing Authority	_____ Date