ARIZONA STATE PERSONNEL SYSTEM
POSITION DESCRIPTION

POSITION NUMBER	JOB CODE
OFFICIAL CLASSIFICATION TITLE	**WORKING TITLE**

AGENCY	DIVISION/SECTION
ADDRESS (PHYSICAL WORK LOCATION)	**PHONE**

SUPERVISOR'S NAME	TITLE
EMAIL	**PHONE**

REQUEST TO		
☐ Establish New Position	☐ Review/Reclass Position	☐ Change Position Status
☐ Update PDQ	☐ Other: _____	

EMPLOYEE INITIATED: SEE PERSONNEL RULE R2-5A-202.B. IF YES, EMPLOYEE SHOULD SUBMIT THROUGH AGENCY MANAGEMENT. FOR ASSISTANCE, EMPLOYEE SHOULD CONTACT THEIR AGENCY HUMAN RESOURCES OFFICE.	
☐ Yes	☐ No

SUPERVISE	MANAGE
☐ Yes (If yes, please complete the section below)	☐ Yes (If yes, please complete the section below)
☐ No	☐ No

Number of Direct Reports: _____ Number of Indirect Reports: _____

☐ Work Assignment	☐ Work Review	☐ Performance Appraisal	☐ Leave Requests
☐ Disciplinary Actions	☐ Hiring	☐ Other: _____	

1. JUSTIFICATION STATEMENT: EXPLAIN THE CHANGES THAT MADE THIS REQUEST NECESSARY.

2. JOB SUMMARY: EXPLAIN THE PURPOSE OF THIS POSITION.

3. MAJOR RESPONSIBILITIES: USE ACTION VERBS TO STATE THE PRIMARY FUNCTIONS FOR WHICH THIS POSITION IS ACCOUNTABLE, AND EXPLAIN WHAT THIS POSITION DOES AND WHY.

Primary Responsibilities (in increments of no less than 5%)	Percent Time Spent (%)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Attach additional sheets as needed	**Must total 100%**

4. DECISION MAKING AUTHORITY: CHECK THE **ONE** BOX THAT BEST DESCRIBES THIS POSITION'S INVOLVEMENT IN THE DECISION MAKING PROCESS.

- ☐ Follows written and verbal instructions
- ☐ Follows established guidelines
- ☐ Interprets policies and procedures
- ☐ Participates in the establishment of guidelines and policies
- ☐ Acts as the final authority to implement guidelines and policies
- ☐ Other _____

5. PROBLEM SOLVING: CHECK THE **ONE** BOX THAT BEST DESCRIBES THE TYPE OF PROBLEM-SOLVING SITUATIONS REQUIRED OF THIS POSITION.

- ☐ Identical or similar situations following established routines/instructions
- ☐ Diverse procedures in differing situations; some research within area of expertise is required
- ☐ Variable situations requiring analytical, interpretive, evaluative, and/or constructive thinking within broadly defined policies and objectives

6. KNOWLEDGE, SKILLS, ABILITIES (KSAs): EXPLAIN THE KNOWLEDGE, SKILLS, AND ABILITIES AN EMPLOYEE IN THIS POSITION MUST HAVE IN ORDER TO PERFORM WORK SATISFACTORILY.

KNOWLEDGE IS THE UNDERSTANDING OF A SUBJECT THROUGH EXPERIENCE OR EDUCATION; ALWAYS COGNITIVE.

SKILLS ARE LEARNED AND GET BETTER WITH PRACTICE; THEY ARE EITHER COGNITIVE OR PSYCHOMOTOR.

ABILITIES ARE NATURAL, CONTRIBUTE TO SKILLS, AND ARE PRECEPTUAL, MOTOR, OR A COMBINATION; THEY ARE EITHER COGNITIVE OR PSYCHOMOTOR.

7. LICENSES/CERTIFICATIONS: LIST ANY LICENSES, CERTIFICATIONS, DEGREES, OR CREDENTIALS THAT ARE REQUIRED BY LAW FOR THIS POSITION.

8. SELECTIVE PREFERENCES: LIST ANY PREFERRED (NOT REQUIRED) QUALIFICATIONS THAT THE IDEAL CANDIDATE WOULD PORTRAY.

9. ESSENTIAL FUNCTIONS: LIST ALL PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS FOR THIS POSITION BY CHECKING EACH BOX THAT APPLIES. FOR EACH REQUIREMENT, INDICATE THE FREQUENCY WHICH IS REQUIRED IN THIS POSITION. UNDER APPLICABLE MAJOR FUNCTIONS, IDENTIFY THE CORRESPONDING PRIMARY RESPONSIBILITY (FROM PAGE 3)

C=CONTINUOUSLY (>66%) F=FREQUENTLY (34-66%) O=OCCASIONALLY (10-33%) R=RARELY (<10%) N/A=NOT APPLICABLE

Physical Demands		Frequency	Applicable Major Functions
☐ Balancing			
☐ Climbing			
☐ Crawling			
☐ Fine Dexterity			
☐ Foot Controls			
☐ Hearing			
☐ Kneeling/Crouching/Bending			
☐ Manual Dexterity			
☐ Lifting/Carrying # of pounds _____ *Lifting/Carrying 25 lbs or more will require a physical exam.	Span of Lift: ☐ Floor to Waist ☐ Floor to Shoulder ☐ Waist to Shoulder ☐ Other:		
☐ Pushing/Pulling # of pounds _____ *Pushing/Pulling 25 lbs or more will require a physical exam.			
☐ Reaching			
☐ Sitting			
☐ Standing			
☐ Talking			
☐ Twisting			
☐ Upper Extremity Repetitive Motion			
☐ Seeing			
☐ Walking/Running Short Distances	Length of distance _____		
☐ Walking/Running Long Distances	Length of distance _____		
☐ Other _____			

Mental Demands	Frequency	Applicable Major Functions
☐ Analysis/Reasoning		
☐ Communications Skills (as distinguished from talking)		
☐ Math/Mental Computation		
☐ Reading		
☐ Sustained Mental Activity (e.g., auditing, grant writing, composing reports, problem solving)		
☐ Writing		
☐ Other _____		

Environmental Demands	Frequency	Applicable Major Functions
☐ Asbestos		
☐ Dust		
☐ Frequent Task Changes		
☐ High Volume Public Contact		
☐ Loud Noise		
☐ Physical Danger		
☐ Tedious/Exacting Work		
☐ Temperature Extremes		
☐ Toxic Substances (e.g., solvents, degreasers, herbicides, pesticides, asbestos, printer toner, etc.)		

TO THE EMPLOYEE: THIS SECTION TO BE SIGNED BY THE INCUMBENT.

I have reviewed the contents of the position description, and it accurately reflects my job.

Print Name Sign Date

TO THE SUPERVISOR: PLEASE PROVIDE ANY ADDITIONAL INFORMATION THAT YOU BELIEVE WILL CONTRIBUTE TO A CLEARER UNDERSTANDING OF THE DUTIES PERFORMED BY THIS POSITION. USE ADDITIONAL PAPER IF NEEDED.

Comments:

Print Name Sign Date

TO THE AGENCY DIRECTOR OR THE AUTHORIZED REPRESENTATIVE OF THE AGENCY DIRECTOR:

I have reviewed the contents of the position description, and it accurately describes this position.

Print Name Sign Date

**Please attach an organization chart clearly identifying each position's official classification title, position number, job code, and grade. Include at least two levels of supervision above this position, this position's co-workers, and if applicable, subordinates. If requesting a reclassification, two (2) organization charts (current and proposed) must be attached.