

GLENN COUNTY PERSONNEL DEPARTMENT

**Instructions and Suggestions for Filling Out
POSITION DESCRIPTION FORM**

TO THE SUPERVISOR:

A position classification plan, as a basic tool of personnel management, assists management in the equitable and efficient handling of personnel. Therefore, as a supervisor, it is to your ultimate benefit to assist in the accurate completion of the Position Description Form.

Thoroughly read, understand, and be able to answer all questions about the Position Description Form before distributing it to your employees.

For new or vacant positions, the department head or representative (usually the immediate supervisor of the position) must complete the Position Description Form. The work that is proposed, or the work that is usually done, should be described in detail to allow complete and equitable analysis. Instructions "TO THE EMPLOYEE" will help you in preparing the Position Description Form for new or vacant positions. Be sure to show the percentage of time to be spent on the various duties.

Give each employee occupying a position that is being studied a Position Description Form and an instruction sheet. You should arrange for typing services for those employees who cannot type, or do not have ready access to a typewriter.

When the form has been typed, signed, and dated by the employee, you should completely review the form. Appropriate comments should be made under the section entitled "Supervisor's Statement" or on an attached memorandum. Do not change any of the material written by the incumbent. All clarifications should be covered in the "Supervisor's Statement" section.

Forward all completed Position Description Forms and attachments to your department head for review and signature. The original and all attachments are then forwarded to the Personnel Department. One copy should be placed in your departmental files, and one copy should be retained by the employee.

Please feel free to call the Personnel Department, if you need further information.

TO THE EMPLOYEE:

In maintaining the position classification plan, it is necessary that accurate and complete information be obtained about the duties and responsibilities of positions. Since you are the best person to describe the duties and responsibilities of your job, you are being asked to fill out a Position Description Form.

In filling out this questionnaire, keep in mind that the questions asked are about your job and not about you as an individual. The classification of your position is not based on how well you perform your work, how well you are qualified, or how long you have worked. The information needed on this form is to cover only the duties and responsibilities of your position and will be used to help determine the proper classification and pay of your position.

We suggest that you first prepare your answers on scratch paper. When you are satisfied that your answers are complete and accurate, type your statements on the Position Description Form and on additional sheets, as indicated in the instructions. (If you do not have access to a typewriter, write your answers out on separate sheets and give them and the blank form to your supervisor. Your supervisor will have it typed and returned to you for signing and dating.) Under no circumstances should your supervisor or any other departmental official change the answers that you have given. They may, however, indicate under the "Supervisor's Statement" Section, or on an attached memorandum, answers they feel to be inaccurate or incomplete. The original will be forwarded to the Personnel Department for study. Two copies should be made - one for your department's records and one to be retained by you.

INSTRUCTION SHEET - PLEASE READ FIRST

GENERAL EXPLANATION:

Read the entire questionnaire before starting to fill out the form. Please use your own words. Write simply and do not worry about grammar, spelling, punctuation, or style.

You will notice that some items include more than one question. In preparing your answers to these items, you should answer each question if it applies to your job.

After completing the Position Description Form, you may feel that there are facts about the duties and responsibilities of your position which have not been brought out by the specific questions we have asked. If so, please give us this information on an additional sheet of paper and attach it to the form.

The following explanations and examples, corresponding to the numbered items on the Position Description Form, will help you to understand just what information is wanted. Read the explanation for each item before answering each question.

ITEM 2: "List any machines, tools or equipment to be operated". Be sure to list all major items. The kind, type or model of each item should be given.

<u>Example:</u>	Typewriter, IBM "Executive" Pick-up Truck, Ford, 3/4 Ton	Daily 3 times per week	40% 10%
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ITEM 4: "Does this position have supervisory responsibility?" Complete supervisory responsibility for others usually includes planning and assignment of work, instruction on how to do the work, checking on quality and quantity of work performed, and accountability for results. If you do not have complete supervisory responsibility, explain the exact responsibility you do have.

Example: "I answer technical questions and show one Offset Duplicator Operator and one Offset Duplicator Operator Trainee how to set up and run offset duplicating machines. I do not assign or evaluate work."

ITEM 5: "Description of Duties". In estimating percentages of time spent on various duties, only rough estimates are needed. Give your complete work assignments over a long enough period of time to picture your job as a whole. Do not state "It is impossible to estimate the time spent on various tasks"; it may be difficult, but it can be done, and you are in a better position to do this than anyone else.

In describing your duties, try to be specific and complete. (Remember to attach additional sheets if more space is needed.)

Do not use words like "assist", "handle", and "process" without explaining them. For instance, both a Clerk I and a department head may "handle" correspondence. Therefore, you should explain the processes you use and procedures you follow.

Example: "I open, time stamp and route all incoming mail to one of the three sections in the division."

The following are additional examples which should be helpful:

80% 6 1/2 hours daily	GOOD: I transcribe, using an electric typewriter, social casework narratives from dictated tapes. I type the narrative only once, in final form, and do minor editing to improve grammar. Erasures or strikeovers are acceptable.
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BAD: I do "steno" typing for the Welfare Department.

20%	GOOD: I mow lawns with power and hand mowers. The hand mowers are used only for small one day areas, such as narrow parkways. Ninety percent of my mowing time is spent on a triplex per week mower which is a small tractor with gang-reel type attachments.
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BAD: I mow lawns.

ITEM 6: "How long have the duties of this position been the same as they are now?" List the length of time in years and months. However, if your duties have recently changed (within the last three months) or are temporary, go back and place an asterisk by the new duties listed in Item 5. You should also include a paragraph explaining how your duties have changed and the length of time you expect to perform your new duties.

Thank you for your cooperation in helping to determine the facts about your position. If you need help, first ask your supervisor. Then, if necessary, call the Personnel Department, for further clarification.

GLENN COUNTY PERSONNEL DEPARTMENT

POSITION DESCRIPTION FORM

PLEASE READ SEPARATE INSTRUCTIONS BEFORE COMPLETING. COMPLETE ALL SECTIONS IN DETAIL. INCOMPLETE FORMS WILL BE RETURNED.

Position filled by: _____

Position Vacant

Present Class Title of Position: _____

Usual Working Title of Position: _____

Department _____ Section of Division _____

Work Location or Site _____ Phone # _____

Class Title of Supervisor _____ Name of Supervisor _____

Check any of the following that apply to your work:

Full-Time Part-Time Temporary Rotating Shift On Call

Hours and days regularly worked (indicate A.M. and P.M.): _____
(If you work a rotating shift, please attach shift schedule.)

1. List any license, permit, etc., that is required by law to perform the duties of this position: _____

2. List any machines, tools, or equipment (including motor vehicles) to be operated:

<u>Machines, etc.</u>	<u>How Often</u>	<u>Est. % of Working Time</u>
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3. What type (lifting, standing, etc.) of physical effort is required in this job?

If lifting is involved, approximately how heavy are the objects that are lifted? How often are these objects lifted?

4. Does this position have supervisory responsibility? _____ If yes, please fill out a "Position Description Form Supplement for Supervisory Positions" in addition to this form. If position has responsibility for the work of others, but not supervisory responsibility, please explain:

5. DESCRIPTION OF DUTIES - This is the most important section on this form. It should be specific for this position. Do not copy duties statements from class specifications. Do not show the duties of any subordinate; show only your duties. Estimate the amount of time spent on each kind of duty. (Two hours per week is 5% of total time worked for a full-time employee, or 10% of total time worked for a half-time employee.) Use blank page at end of this form if more space is needed. Attach additional sheets, if necessary. (When attaching additional sheets, be sure to put your name and department on each sheet.)

Estimate % of
total time spent
Total should
equal 100%

DUTIES

10. How is work assigned to this position? Give examples.

11. How much leeway does this position have in setting priorities and organizing work?

12. What is the worst possible consequence of an error or poor decision made by this position?

13. How is the work of this position reviewed? Is it likely that a serious error might be missed, or are there standardized controls or checks which would normally catch such errors?

14. If the work of this position involves contact with persons or agencies outside the department, list the types of contact and their purpose.
15. What physical hazards or disagreeable working conditions exist on this assignment?
16. List all reports you regularly prepare. Indicate the purpose of each report and specify how much of your time is spent weekly, monthly or quarterly in preparing each report (i.e., 2 hours per week, one day per month, etc.).

I HEREBY CERTIFY THAT THE ANSWERS TO THE FOREGOING QUESTIONS ARE MY OWN AND THAT TO THE BEST OF MY KNOWLEDGE THEY ARE COMPLETE AND CORRECT.

DATE _____ EMPLOYEE'S SIGNATURE _____

SUPERVISOR'S STATEMENT

Please indicate the degree to which you review the work of this position. What work is reviewed, and what is the extent of the review?

What do you consider to be the most responsible assignment or task of this position?

What do you consider to be the most difficult tasks performed by this position?

Comment on any statements made by the person in this position which you feel need to be clarified, are incomplete or are inaccurate.

Does this position involve use of a keyboard?

No

Yes. Give % of time spent in using a keyboard _____%

Does this position involve shorthand?

No

Yes. Give % of time spent in taking shorthand _____%

List names and class titles of all positions under your immediate supervision. (Attach an organizational chart.)

Supervisor's Signature _____ Date: _____

I certify that I have reviewed the employee's statements and that they are complete and accurate with exceptions noted above.

Department Head Signature _____ Date: _____

Please have two copies made of this form and all attachments: One for your departmental records and one to be retained by the employee. The original should be forwarded to the Personnel Department.