

INSTRUCTIONS FOR COMPLETING THE POSITION DESCRIPTION FORM

OVERVIEW

The Position Description form is used to obtain basic information about the position. It serves as the official record of the duties and responsibilities assigned the position and is used to officially classify the position. The supervisor (or other agency designee) of the position will complete all applicable fields and forward the completed document for review/approval in accordance with the agency's procedures. The Position Description form should be completed for a newly established position and revised whenever there are changes to the position's supervisory/subordinate relationships, pay plan, classification, job requirements, duties and responsibilities, designators or other key components of the job.

COMPLETING THE FORM

Career Service /Selected Exempt Service (SES)/Senior Management Service (SMS)/Other – Check the box indicating the service to which the position is assigned. If the position's assigned pay plan is other than the Career Service, Selected Exempt Service or Senior Management Service, check "Other" and specify the applicable pay plan.

Position Location Information – If your agency does not use divisions, bureaus or sections, use your agency's instruction for completing this portion of the form. If there is no one currently in the position, enter "Vacant" in the Incumbent block.

Position Attributes

- EEO – Equal Employment Opportunity Designation– Check the box reflecting the category of jobs to which the position applies:
 - 01 – Officials and Administrators
 - 02 – Professionals
 - 03 – Technicians
 - 04 – Protective Service Workers
 - 05 – Para-Professionals
 - 06 – Administrative Support
 - 07 – Skilled Craft Workers
 - 08 – Service Maintenance

- CBU – Collective Bargaining Unit – Check the box with the numeric designation used to identify the collective bargaining unit to which the position's class has been assigned (if applicable):

For Career Service positions, indicate the applicable collective bargaining unit:

- 01 – Administrative and Clerical Unit
- 02 – Operational Services Unit
- 03 – Human Services Unit
- 04 – Professional Health Care Unit
- 05 – Professional Unit
- 06 – Law Enforcement Unit
- 07 – Supervisory Unit
- 08 – Security Services Unit
- 09 – Managerial or Confidential Unit
- 10 – Special Agent Unit
- 11 – Fire Service Unit
- 18 – Excluded from the right to collectively bargain

For Selected Exempt Service positions, indicate the applicable collective bargaining unit:

- 80 – SES Physicians’ Unit
- 81 – SES Attorneys’ Unit: Attorney (Class Code 7736), Senior Attorney (Class Code 7738), Senior Attorney-Assistant Attorney General-DLA (Class Code 7735), Attorney-Assistant Attorney General-DLA (Class Code 7737)
- 86 – Non-Professional Supervisory Unit
- 87 – SES Supervisory Unit (excluded from the right to collectively bargain)
- 89 – Other Selective Exempt Service

For Senior Management Service positions, enter the following:

- 99 – Senior Management Service

Other

- Other – Collective bargaining units other than those listed.
- Special Risk -- Check **Yes** if it has been determined by the Department of Management Services that this position is eligible for membership in the Special Risk Retirement System in accordance with Section 121.0515, Florida Statutes. Otherwise, check **No**.
- Overtime – Check **YES** if a position is non-exempt (Included) from the provisions of the Fair Labor Standards Act. Check **NO** if the position is exempted (Excluded) from the overtime pay requirements of the Fair Labor Standards Act.
- CAD – Competitive Area Differential Salary Additive - Check **No** unless the position has already been approved by the Department of Management Services for a CAD.

Position Exemption – Complete this box only for positions which are NOT in the Career Service. Enter the applicable Florida Statute cite, e.g., 110.205(2)(x) or 110.205 (2)(m), indicating the basis for the Career Service exemption. If the position is exempt under 110.205(2)(x), then check which of the following applies: Managerial, Confidential or Supervisory.

Organizational Level – If required by your agency, enter the numbers for the position’s current and proposed organizational level.

Position Number – Enter the position number.

FTE – Enter the number of FTE’s (fulltime equivalent) for this position (e.g., 1 or .5).

Security Role Code – Enter the letter (e.g., E or M) reflecting the People First security level designation assigned to this position.

Current Broadband Level Code/Current Class Title/Current Class Code – Enter the classification titles and codes that currently apply.

Proposed Broadband Level Code/Proposed Class Title/Proposed Class Code – Enter the classification titles and codes being proposed for the position.

Type of Transaction – Enter the type of transaction (e.g., Add/Delete).

Approval Authority Use Only – This information is to be completed by the Department of Management Services (DMS) or by the individual(s) authorized by your agency to handle certain personnel actions that have been delegated to the agencies by the Department of Management Services.

ITEMS 1 and 2 -- Indicate the supervisor and the subordinates of the position, including the position numbers and classification information requested. Use only official titles.

Items 3-5 — List, if applicable, the position's statutory authority, financial disclosure responsibility and budget responsibility. Omit Item 5 unless the position is managerial and is directly responsible for the development, maintenance and implementation of budgeted funds for your organizational unit (e.g., bureau or division) and directly accountable for its expenditure.

Item 6 -- Duties and Responsibilities –Explain in detail the duties and responsibilities assigned to the position. First, describe the task you consider most important, then the less important work. Give the complete work assignment over a long enough period of time to picture the job as a whole, and if the work varies from season to season, or at specific times, group the duties together according to such periods. Use action verbs to describe work wherever possible. Include unique aspects of the work environment, if appropriate. Percentages of time should be approximated but do not need to be exact; however, the percentages must add up to 100%.

Item 7 – Knowledge, Skills and Abilities - List the proficiencies, aptitudes and knowledge that are needed to satisfactorily perform the job tasks, including skills needed to use any required equipment.

Item 8 – Licensure/registration/certification requirements - If applicable, list any licensure, registration or certification requirements needed to perform the duties of the position (e.g., Registration as a Professional Engineer, as required in Chapter 471, Florida Statutes).

Item 9 – Other job-related requirements for this position – Indicate job-related requirements, if any, that are not elsewhere listed on the position description (e.g., Driver's License).

Item 10 – Working hours – To be completed if required by the employing agency.

Item 11 – Agency Use Only - Check any boxes that apply. Other information may be added as needed by the employing agency.

Acknowledge/Signatures – Upon completion of the position description, it must be signed by the appropriate authority as determined by the employing agency, certifying that the duties described are accurate and reflect the responsibilities officially assigned to the position.

12/16/09