State of Colorado Position Description

Employee participation in the completion of this document is encouraged; however, the appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

I. POSITION IDENTIFICATION

Agency Code ___________________________ Position Number ___________________________

Principal Department/Higher Education Institution ________________________________

Division or Equivalent ___________________________________________________________

Work Unit ________________________________________________________________

Work Unit Address ____________________________________________________________

Current Class Title ___________________________ Class Code _________________________

Working Title (optional) ____________________________

Requested Class Title ___________________________ Class Code _________________________

HR Approved Class Title ___________________________ Class Code _________________________

______ New Position   ______ Vacant Position   ______ Occupied Position   ______ Update File

Attach a current organizational chart that includes class titles, position numbers, and FTE. Exclude temporary positions, personal services contractors, and students or others that are not part of the regular permanent staffing pattern.

II. GENERAL INFORMATION

A. Briefly describe the purpose of the work unit.

B. Describe any staffing or organizational changes related to this position.

C. Briefly summarize the purpose of this position.

D. Summarize specific duties added to this position and where they came from. Include position numbers if duties came from other positions.

E. Summarize specific duties deleted from this position and where they went. Include position numbers if duties went to other positions.
III. Primary Job Duties

Document current, permanent, primary job duties. The total of all duties must equal 100%. Document the attributes of current essential functions using the detachable listing on the last page.

A. Duty: %
   Brief Duty Description:

   Provide specific examples of regular, ongoing decisions made by this position related to this duty.

   In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.

   ADAAA Essential Function? Yes No
   Functional Attributes: Physical Mental Environmental Hazards

B. Duty: %
   Brief Duty Description:

   Provide specific examples of regular, ongoing decisions made by this position related to this duty.

   In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.

   ADAAA Essential Function? Yes No
   Functional Attributes: Physical Mental Environmental Hazards

C. Duty: %
   Brief Duty Description:

   Provide specific examples of regular, ongoing decisions made by this position related to this duty.

   In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.

   ADAAA Essential Function? Yes No
   Functional Attributes: Physical Mental Environmental Hazards

D. Duty: %
   Brief Duty Description:

   Provide specific examples of regular, ongoing decisions made by this position related to this duty.

   In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.

   ADAAA Essential Function? Yes No
   Functional Attributes: Physical Mental Environmental Hazards
E. Duty: 

Brief Duty Description:

Provide specific examples of regular, ongoing decisions made by this position related to this duty.

In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.

ADAAA Essential Function? _____ Yes _____ No

Functional Attributes: Physical _____ Mental _____ Environmental _____ Hazards _____

IV. LINE AUTHORITY

Check the category that best describes the position’s formal, direct supervisory responsibility. Note: the calculation of 1 Full Time Equivalent (FTE) = 2080 hours/year or 40 hours/week for 52 weeks.

_____ No formal supervisory authority.

_____ Work leader over others. # FTE _____ Position #s _______________________________________________________________________

Work Leader is partially accountable for work product of a minimum of 2 FTE with 1 FTE in the same class series or at the same conceptual level.

_____ Supervise others. # FTE _____ Position #s _______________________________________________________________________

Supervisor is accountable, including signature authority, for actions and decisions impacting the pay, status, and tenure, including performance evaluations and 1st step grievance resolution, of at minimum of 3 FTE with 1 FTE in the same class series or at the same conceptual level.

_____ Supervise multiple units as a 2nd level supervisor. Total FTE in units _________

# FTE of subordinate supervisors _____ Position #s _______________________________________________________________________

_____ Supervise multiple units as a 3rd level supervisor. Total FTE in units _________

# FTE of subordinate 2nd level supervisors _____ Position #s _______________________________________________________________________
Appointing authority, your input will be verified and approved by the human resources office before any items in these sections are accepted as official.

V. STAFF AUTHORITY
Some positions are delegated non-supervisory authority where agency management routinely relies on essential consultation when deciding broad, critical program or policy direction. These relatively rare and unique positions have a level of influence such that management decisions are not made without the position’s essential advice and counsel, as demonstrated by direct impact and consequences of failure on agency mission, finances, productivity, and constituents. This authority is not a function of longevity, outstanding performance, or service as a resource by virtue of being the only position or most knowledgeable person in the unit who performs this work. Additional information or supplemental forms may be required, along with this section.

Check the applicable category of staff authority. A written endorsement or delegation from agency management (division director or equivalent, or higher) is required.

___ Staff Authority directly influences department or campus-wide management decisions in programmatic areas of expertise. Staff authorities have a specialized level of expertise for the program that does not exist in any other unit, program, or assignment. Management and peers agency-wide regularly rely on the staff authority when considering program direction.

What major program area of expertise is the basis for staff authority designation?

Provide at least one example of where this position’s guidance or recommendations resulted in the subsequent adoption of a new or revised program or policy direction that had programmatic impact on the entire agency.

___ Senior Authority directly influences management decisions statewide. Senior authorities have a unique level of expertise that does not exist in any other agency.

What major program area of expertise is the basis for senior authority designation?

Provide at least one example of a strategy, guideline, rule, etc., where this position’s findings resulted in the subsequent adoption of a new or revised program or policy that had programmatic impact in a different department(s).

___ Leading Authority directly influences management decisions beyond State boundaries. Leading authorities have a rare level of expertise that does not exist in Colorado, and possibly other state governments. This position is recognized as a regional, national, or international expert.

What major program area of expertise is the basis for leading authority designation?

How is this position recognized as an expert regionally, nationally, or internationally?

Why does the agency and State of Colorado need this position to function as a leading authority?
VI. CONDITIONS OF EMPLOYMENT

___ Pre-employment Physical – Describe any special physical requirements:

___ Pre-employment Drug Testing – Describe any specific test:

___ Ongoing Functional Capacity Testing

___ Colorado Driver’s License

   Regular

   Commercial

List any endorsements required.

___ Essential Services Designation – Required to report without delay or interruption to provide essential or emergency services to ensure health, safety, and welfare.

___ Background Check – Specify the type(s):

___ Shift Work – Explain:

___ On-call Status – Explain:

___ Use, Handling, or Exposure to hazardous materials – Explain:

___ Use of Firearms or Other Weapons – Explain:

___ Travel – Explain:

___ Special Qualifications – Explain:

___ Other – Explain:
VII. CERTIFICATION

This document is an accurate and complete reflection of the position’s official assignment.

<table>
<thead>
<tr>
<th><strong>Supervisor</strong> Name (Print)</th>
<th>Work Phone</th>
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<th><strong>Approving/Reviewing Official</strong> Name (Print)</th>
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PD Revised: 12/2011
ISSUING AUTHORITY: Colorado Department of Personnel and Administration
THIS SECTION FOR HUMAN RESOURCES ONLY

Date Received __________  Action Number __________

Document is _____ complete  _____ incomplete and returned (indicate below the date and reason(s))

Individual Allocation

Optional interview was _____ not conducted  _____ conducted (Job Evaluation Interview attached)

Allocation was _____ by individual  ____ by panel review

_____________________________________________________________________________

Evaluator/Panel Chair Name  Title  Date Reviewed

FLSA Designation

Position's FLSA: _____ Non-exempt  _____ Essential Services

_____ Administrative Exempt  _____ Executive Exempt  _____ Professional Exempt

_____ Sales Exempt  _____ Computer Professional Exempt

_____________________________________________________________________________

Reviewer's Signature  Title  Date

Pay Differentials

Pay differentials (specify):

_____________________________________________________________________________

Reviewer's Signature  Title  Date

Working Conditions

Working conditions confirmed. _____ Yes  _____ No

Explain any changes.

_____________________________________________________________________________

Reviewer's Signature  Title  Date

Job Analysis

Job analysis completed with this review. _____ Yes  _____ No

Date of Last Job analysis. __________

Appointing authority consulted. _____ Yes  _____ No

Appointing authority name. __________

Appointing authority agreed with exam plan. _____ Yes  _____ No
SME sheet updated.  Yes  No

Additional knowledge, skills, abilities and other personal characteristics identified since last Job Analysis.

<table>
<thead>
<tr>
<th>KSAOs</th>
<th>Importance of KSAO (1-5)</th>
<th>Difficulty to Learn (1-5)</th>
<th>Criticality</th>
<th>Level of KSAO Needed Upon Hire (1-5)</th>
<th>Representative Tasks And Location on PDQ</th>
<th>Importance of Task (1-5)</th>
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<td>Task:</td>
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*Add as many rows as needed, for each new KSAO identified*

Special Qualifications

Special qualifications beyond those in the class description/MQ?  Yes  No

List applicable special qualifications:

- Certifications
- Licenses
- Education
- Experience

Briefly describe why these special qualifications cannot be obtained through training during the probationary or trial service period.

Reviewer’s Signature  Title  Date

ADAAA Review

Functional attributes confirmed.  Yes  No

Reviewer’s Signature  Title  Date
This page is used for completing the Functional Attributes of Section III.

FUNCTIONAL ATTRIBUTES OF JOB DUTIES

I. PHYSICAL DEMANDS

A. SEDENTARY - Exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Involves sitting most of the time, but may involve walking or standing for brief periods of time.

B. LIGHT - Exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of Sedentary work. Light work usually requires walking or standing to a significant degree.

C. MEDIUM - Exert up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

D. HEAVY - Exert up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

E. VERY HEAVY - Exert in excess of 100 lbs. of force occasionally, and/or in excess of 50 lbs. of force frequently, and/or in excess of 20 lbs. of force constantly to move objects.

II. MENTAL FUNCTIONS

1. COMPARING - Judging the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

2. COPYING - Transcribing, entering, or posting data.

3. COMPUTING - Performing arithmetic operations and reporting on and/or carrying out a prescribed action in relation to them.

4. COMPILING - Gathering, collecting, or classifying information about data, people, or things. Reporting and/or carrying out a prescribed action in relation to the evaluation is frequently involved.

5. ANALYZING - Examining and evaluating data. Presenting alternative actions in relation to the evaluation is frequently involved.

6. COORDINATING - Determining time, place, and sequence of operations or action to be taken on the basis of analysis of data. May include prioritizing multiple responsibilities and/or accomplishing them simultaneously.

7. SYNTHESIZING - To combine or integrate data to discover facts and/or develop knowledge or creative concepts and/or interpretations.

8. NEGOTIATING - Exchanging ideas, information, and opinions with others to formulate policies and programs and/or jointly arrive at decisions, conclusions, solutions, or solve disputes.

9. COMMUNICATING - Talking with and/or listening to and/or signaling people to convey or exchange information, includes giving/receiving assignments and/or directions.

10. INSTRUCTING - Teaching subject matter to others, or training others through explanation, demonstration, and supervised practice; or making recommendations on the basis of technical disciplines.

11. INTERPERSONAL SKILLS/BEHAVIORS - Dealing with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

III. ENVIRONMENTAL CONDITIONS & PHYSICAL SURROUNDINGS - exposure results in marked bodily discomfort.

1. EXPOSURE TO WEATHER - Exposure to hot, cold, wet, humid, or windy conditions caused by the weather.

2. EXTREME COLD - Exposure to nonweather-related cold temperatures.

3. EXTREME HEAT - Exposure to nonweather-related hot temperatures.

4. WET AND/OR HUMID - Contact with water or other liquids; or exposure to nonweather-related humid conditions.

5. NOISE - Exposure to constant or intermittent sounds or a pitch or level sufficient to cause marked distraction or possible hearing loss.

6. VIBRATION - Exposure to a shaking object or surface. This factor is rated important when vibration causes a strain on the body or extremities.

7. ATMOSPHERIC CONDITIONS - Exposure to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation, that affects the respiratory system, eyes or, the skin.

8. CONFINED/RESTRICTED WORKING ENVIRONMENT - Work is performed in a closed or locked facility providing safety and security for clients, inmates, or fellow workers.

IV. HAZARDS

1. Proximity to moving, mechanical parts.

2. Exposure to electrical shock.

3. Working in high, exposed places.

4. Exposure to radiant energy.

5. Working with explosives.

6. Exposure to toxic or caustic chemicals.