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. Please ensure that Factor IV (Line Authority) and the org chart match position numbers and FTE.

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 and why the classification level is appropriate for the assignment.

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. Do not include temporary or incidental assignments, duties performed due to the absence of another employee, or those duties that may be assigned in the future. The total of all duties must equal 100%. Document the attributes of current essential functions using the “Functional Attributes” listing on the last page.

A. Duty Statement: _____________________________ %

BRIEF DUTY DESCRIPTION:

DECISION MAKING: Provide specific examples of regular, ongoing decisions made related to this duty.

COMPLEXITY/ PROBLEMS AND GUIDANCE USED: In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem (i.e. manuals, laws, rules, polices, etc.)

GUIDANCE USED:

TYPICAL PROBLEMS/ CHALLENGES:

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

B. Duty Statement: _____________________________ %

BRIEF DUTY DESCRIPTION:

DECISION MAKING: Provide specific examples of regular, ongoing decisions made related to this duty.

COMPLEXITY/ PROBLEMS AND GUIDANCE USED: In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem (i.e. manuals, laws, rules, polices, etc.)

GUIDANCE USED:

TYPICAL PROBLEMS/ CHALLENGES:

ADAAA Essential Function? ______ Yes ______ No
Functional Attributes: Physical _______ Mental _______ Environmental _______ Hazards _______
C. Duty Statement: %

BRIEF DUTY DESCRIPTION:

DECISION MAKING: Provide specific examples of regular, ongoing decisions made related to this duty.

COMPLEXITY/ PROBLEMS AND GUIDANCE USED: In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem (i.e. manuals, laws, rules, polices, etc.)

GUIDANCE USED:

TYPICAL PROBLEMS/ CHALLENGES:

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

D. Duty Statement: %

BRIEF DUTY DESCRIPTION:

DECISION MAKING: Provide specific examples of regular, ongoing decisions made related to this duty.

COMPLEXITY/ PROBLEMS AND GUIDANCE USED: In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem (i.e. manuals, laws, rules, polices, etc.)

GUIDANCE USED:

TYPICAL PROBLEMS/ CHALLENGES:

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

E. Duty Statement: %

BRIEF DUTY DESCRIPTION:

DECISION MAKING: Provide specific examples of regular, ongoing decisions made related to this duty.

COMPLEXITY/ PROBLEMS AND GUIDANCE USED: In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem (i.e. manuals, laws, rules, polices, etc.)

GUIDANCE USED:

TYPICAL PROBLEMS/ CHALLENGES:

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. Appointing Authorities requesting upward movement based on staff authority (those who do not meet the criteria for supervision/leadwork); IN ADDITION TO THE PDQ, YOU MUST SUBMIT:

1) Letters of support by the appointing authority and supervisor describing management’s reliance on essential consultation with this position when deciding broad, critical program/policy direction. Routinely assigned this area of expertise, management could not refute advice on technical merit, but may not act on this advice for political or budgetary reasons;

2) Supporting documentation from at least two users outside of the department that have relied on position’s expertise related to the special duty.

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 on overall CSU organizational objectives as a top-level individual consultant. 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 - **Including the Special Entry Requirements/ Qualifications below**

___ 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 and/ or Special Entry Requirements:**

1) Do you think this position requires a special qualification that **differs from the established minimum qualifications** for other positions in the class (certification, licenses, education and/or experience)?
   ___ Yes  ___ No

2) Please describe the special qualification. Categories for qualifications include: job-related formal courses, legal requirements, experiences or skills, and unusual travel demands.

___ Other – *Explain:*
VII. CERTIFICATION

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

__________________________________________  ____________________________
Supervisor Name (Print)                   Work Phone

__________________________________________  ____________________________
Work Address                               City                           Zip

__________________________________________
Email Address

__________________________________________  ____________________________
Supervisor Signature                      Date

__________________________________________  ____________________________
Approving/Reviewing Official Name (Print)  Work Phone

__________________________________________  ____________________________
Work Address                               City                           Zip

__________________________________________
Email Address

__________________________________________  ____________________________
Approving/Reviewing Official Signature     Date

__________________________________________  ____________________________
Employee Name (Print)                      Work Phone

__________________________________________  ____________________________
Work Address                               City                           Zip

__________________________________________
Email Address

__________________________________________  ____________________________
Employee Signature                        Date

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))

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 ___________

Special Qualifications

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

Are the special qualifications listed appropriate as written? If no, please list amended special qualifications below:

ADAAA Review

Functional attributes confirmed. _____ Yes _____ No

Reviewer’s Signature ___________ Title ___________ Date ___________
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.

F. OTHERS - Other factors are important when vibration causes a strain or otherwise subdue violent, assaultive, or physically threatening persons to defend oneself or prevent injury. Body strength and agility of all four limbs is necessary.

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, collating, 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.