|  |
| --- |
|  |
| [ORGANIZATION] |
| Position Description |
|  |
| I. POSITION DATA: |
| Position Number(s): |
| Functional Job Title: |
| Class Title:  |
| Class Number:  |
| Salary Schedule/Group:  |
| FLSA Status: [ ]  Exempt [ ]  Non-Exempt |
| Work Location: 25 |
| HHSAS Department Name:  |
| HHSAS Department ID Number:  |
| Bureau/Facility/Division:  |
| Agency:  |
| II. IMMEDIATE SUPERVISOR OF POSITION:  |
| Supervisor’s Name:  |
| Supervisor’s Employee ID Number:  |
| Supervisor’s Position Number:  |
| Supervisor’s Phone Number:  |
| **III. GENERAL DESCRIPTION:** |
| Brief Job Description:  |
| FOR HHS HR CLASSIFICATON OFFICE USE ONLY |
| Approved By:       |
| Date Approved:       |
|  |
| **IV. ESSENTIAL JOB FUNCTIONS (EJF):** List in order of importance the essential job functions.Following each EJF, indicate in parentheses ( ) the percentages of time spent. Percentages should be in increments of 5% and not exceed 100%. |
|  |
|  **Total Time Spent:** | **100%** |

|  |
| --- |
|  |
| V. LICENSURE, CERTIFICATION, OR REGISTRATION REQUIRED: |
| List the licensure, certification, or registration required to perform this job:  |
| **VI. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**  |
| List the knowledge, skills, and abilities critical to performance in this position:   |

|  |
| --- |
| HR0702 (11/12) |
| VII. ENVIRONMENTAL/HAZARD DEMANDS OF ESSENTIAL JOB FUNCTIONS:  |
| **Place an ‘X’ after all work site and environmental conditions that apply to this job.**A. Working: |
| Travel (indicate % of time):  | Irregular hours.  |
| Indoors.  | Outdoors.  |
| On ladders or scaffolding.  | With sharp instruments.  |
| With moving vehicles/objects.  | With hands in water.  |
| Around machines with moving parts and objects. | With fire, boilers, or large hot stoves.  |
| Other (specify): |
| **Place an ‘X’ after all work site and environmental conditions that apply to this job.**B. Exposure to: |
| Excessive heat. | Excessive cold. |
| Excessive humidity. | Excessive dampness.  |
| Dry atmosphere.  | Excessive noise.  |
| Constant noise. | Dust/mites. |
| Fumes, smoke, or gases. | Grease, oils, and combustibles.  |
| Acidic/caustic solutions. | Silica, asbestos, etc. |
| Cleaning supplies/abrasives and solvents (degreasing agents). | Pesticides. |
| Human blood, body fluids, tissue or wastes. | Animal blood, body fluids, tissue or wastes.  |
| Biomedical waste. | Biological agents. |
| Electrical energy. | Radiant energy. |
| Vibration. | Other (specify): |
| VIII. PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS: |
| **A. Enter the maximum number of pounds required in the next four blocks:** |
| Lifting (indicate number of pounds):  | Carrying (indicate number of pounds):  |
| Pulling (indicate number of pounds): | Pushing (indicate number of pounds): |
| B. Place an ‘X’ after all physical demands required to perform the essential job functions. |
| Repeated bending. | Reaching above the shoulder. |
| Simple grasping. | Dual simultaneous grasping. |
| Finger/manual dexterity.  | Sitting. |
| Standing. | Walking. |
| Crawling. | Twisting upper body. |
| Kneeling. | Stooping. |
| Climbing stairs. | Climbing ladders. |
| Vision.  | Hearing.  |
| Other (specify): | Other (specify): |