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| [ORGANIZATION] | |
| Position Description | |
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| 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%. | |
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| **Total Time Spent:** | **100%** |

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| 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: | |

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| 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): | |