



OFFICE OF STATE HUMAN RESOURCES
Position Description Form

Position Number

Position Justification

Reason for Classification
 action request

Classification Selection

Position Details

Current Classification Title

Classification Title	<input type="text"/>
BEACON Code	<input type="text"/>
Salary/Grade	<input type="text"/>
Career Banding Level (if applicable)	<input type="text"/>

Proposed

Working Title of Position	<input type="text"/>
Work Schedule	<input type="text"/>
Work Hours	<input type="text"/>
Primary Purpose of the Organizational Unit	<input type="text"/>
Knowledge, Skills and Abilities Recommended for this position	<input type="text"/>
Education and Experience Recommended	<input type="text"/>
License or Certification Required by Statute or Regulation	<input type="text"/>

Description of Work

Describe in detail the major work functions of this position as well as the duties and responsibilities required for each of those functions. At least one major function is required, however most jobs usually have between 3 and 5. Indicate the percentage of time (%) the employee spends in each major function. The percentage amounts should add up to 100%. In addition, indicate with an asterisk (*) if a function is considered an essential duty/function as defined by the Americans with Disabilities Act.

Description of Work



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ADA Checklist

Physical Activity

Select Yes or No From the Dropdown Box

Climbing	
Balancing	
Stooping	
Kneeling	
Crouching	
Crawling	
Reaching	
Standing	
Walking	
Pushing	
Pulling	
Lifting	
Fingering	
Grasping	
Feeling	
Talking	
Hearing	
Repetitive Motions	
Smelling	

Physical Requirements - Review the task descriptions below, then select the appropriate option from the dropdown menu.

A. Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry push, pull or otherwise move objects, including the subject’s own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

B. Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/ or leg controls requires exertion of forces greater than Sedentary Work and the worker sits most of the time, the job is rated for Light Work.



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C. Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

D. Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

E. Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and /or in excess of 50 pounds of force frequently and/or in excess of 10 pounds of force constantly to move objects.

Physical Requirements	
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Visual Acuity Requirements - Review the task descriptions below, then select the appropriate option from the dropdown menu.

A. Work requires visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing; viewing a computer monitor; extensive reading; visual inspections involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.

B. Work requires visual acuity to perform an activity such as: operating machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.

C. Work requires visual acuity to operate motor vehicles or heavy equipment.

D. Work requires visual acuity to determine the accuracy, neatness and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) Or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)

Visual Acuity Requirements	
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Working Conditions

Work is subject to inside environmental conditions	
Work is subject to outside environmental conditions	
Work is subject to extreme cold	
Work is subject to extreme heat	
Work is subject to noise	
Work is subject to vibration	
Work is subject to hazards	
Work is subject to atmospheric conditions	



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Work is subject to oils	
Work is required to wear respirator.	
Work is frequently in close quarter, crawl spaces, shafts, manholes, small enclosed rooms, sewage and water line pipes and other confined areas	
Work is required to function in narrow aisles or passage ways.	
Work is exposed to infectious diseases.	
Work is required to function around prisoners or mental patients.	
None: Work is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)	
Work is exposed to bloodborne pathogens	

Cognitive/Mental Capabilities

Select from each drop-down the most relevant description of mental capabilities in the position.

Comprehension	
Organization	
Decision Making	
Communication	

Employee Signature and Date: _____

Supervisor Signature and Date: _____