

Appendix B

How To Complete A Position Description Form (SF 3)

Credits:
The Department of Civil Service SF-3 Resource Information
Department of Transportation and Development SF-3 Resource Information

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I. INTRODUCTION

What are SF-3's?

SF-3's are the official position description documents used by the Department of Civil Service and/or DSS to allocate positions into the State Classified Service. The newly revised forms are SF-3 and SF-3.A. The traditional SF-3 form has been reduced from three pages to one. The SF-3 A is a new optional form that provides a consistent format for documentation of a variety of specific requirements and special pay information unique to positions.

Blank forms may be downloaded from the Civil Service web site at: www.civilservice.la.gov

What are they used for?

The most important purpose of an SF-3 is to officially record the assignment of duties to a position.

Generally, SF-3's are used to:

- establish a new position,
- update an existing position's duties, or
- request that an existing position be reallocated to another job title.

SF-3's are also used as a basis for conducting meaningful job interviews, in the Performance Planning and Review process, to establish physical/mental requirements of the position, and to determine the appropriate designation (non-exempt or exempt) under the Fair Labor Standards Act (FLSA) that determines the rate of compensation for overtime worked by the incumbent.

What is the difference between a position and a job?

For job evaluation and pay purposes, the Department of Civil Service defines a **position** as a collection of duties and responsibilities assigned to an individual employee. These are reported on an SF-3. A **job** is a group of positions that are very similar in their major duties, i.e., Information Technology Applications Programmer/Analyst 1, Child Welfare Specialist 2, Social Services Analyst 2, or Rehabilitation Counselor.

A **job specification**, unlike an SF-3, is a summary of the most important features of a job including the general nature or function of the work performed, job distinctions, examples of task responsibilities and minimum qualification requirements. This is sometimes referred to as a "class spec." *Class specs may be found on the Civil Service web site at www.civilservice.la.gov. (Note: Select Resources for STATE EMPLOYEES; then JOB INFORMATION & TEST FINDER; then VIEW JOBS BY JOB TITLE; then type the job title; then click on the job title.)*

What is a Master Job Description (MJD)?

This is a single SF-3 covering three or more positions performing identical duty assignments, at the journeyman or experienced level of work. Advanced journeyman positions are not normally permitted to be on an MJD; however, exceptions may be granted. Ideally, MJDs should specify the particular supervisory position number, job title, and incumbent that each subordinate position reports to. Master Job Descriptions alleviate administrative burden and unnecessary paperwork.

What is a Career Progression Group (formerly called a Training Series)?

Some jobs have been placed in a career progression group (CPG) which provide for a gradual progression (i.e., entry to journeyman level through the levels) as employees gain experience and proficiency. The establishment of a career progression group allows appointing authorities to reallocate employees as they qualify for the higher level without submitting individual position descriptions for each level.

Employees progress through a career progression group as they meet the minimum qualifications of the next level and satisfactorily perform the duties of the next higher level job in the training series. Some jobs also have structured training requirements which employees must also meet before progressing to the next level. Unless covered by an MJD, one SF-3 is required for each position. Duty statements must reflect the position's duties at the highest level of the career progression group. Also, positions can be filled at any level within a career progression group. Some examples of jobs in an authorized career progression group are: Accountant 1 and 2 (a two-tier CPG where the 1 is the entry level job and the 2 is the experienced level), Information Technology Applications Programmer 1, 2 and Analyst 1 (a three-tier CPG where the Programmer 1 is the entry level, the Programmer 2 is the intermediate level, and the Programmer/Analyst 1 is the top, experienced level; Social Services Analyst 1 and 2 (a two-tier CPG where the 1 level is the entry and the 2 is the experienced level; and Child Welfare Specialist Trainee, 1 and 2 (a three-tier CPG where the Trainee is at a sub-entry level, the 1 is the more traditional and desirable entry level, and the 2 is the experienced level.

II. RESPONSIBILITIES OF PERSONNEL PREPARING AND ACTING ON POSITION DESCRIPTIONS

The appointing authority is responsible for:

- Certifying that SF-3's are current and accurate and that duty statements are not overstated.
- Ensuring that reporting relationships on SF-3's match actual organizational structure.
- Ensuring that SF-3's are used as the basis for conducting interviews and Performance Planning and Reviews (PPRs).
- Submitting SF-3's through proper channels and maintaining copies.

The supervisor is responsible for:

- Assigning and/or reassigning duties and explaining them to employees.
- Periodically reviewing SF-3's to ensure that current duties are reflected; revising SF-3's when additional, significant duties are assigned. (Note: According to Civil Service requirements, SF-3s must be updated at least every 5 years even if duties remain unchanged. However, if the position is a supervisor and becomes vacant, the SF-3 must be updated if the SF-3 was last updated more than one year. The COA standard for updating position descriptions for the Office of Community Services is every 3 years.)
- Preparing official SF-3's for his/her employees or reviewing and certifying accuracy of SF-3's prepared by employees; maintaining a copy of SF-3's in an administrative file; providing a copy of the SF-3 to employees.
- Using SF-3's as basis for conducting interviews and PPR's.
- Explaining or clarifying the position's duties with Civil Service or Headquarters (HQ) Human Resources (HR) upon request.

The employee is responsible for:

- Recording the position's duties accurately on the SF-3 form; asking supervisor to clarify duty assignments and expectations as needed; maintaining copy of SF-3.
- Meeting expected performance standards.
- Sharing the responsibility with the supervisor to ensure that the SF-3 is current.
- Explaining or clarifying the duties to Civil Service or HQ HR upon request.
- Assisting supervisors and managers by reviewing SF-3's for clarity, completeness, and proper job title.
- Submitting SF-3's through the proper channels and maintaining copies.

Field HR is responsible for:

- Ensuring that all sections on the SF-3 are properly completed.
- Ensuring all required documents are attached (organization chart, duty statements, comments (if any), etc.).
- Ensuring that the SF-3 has all required signatures.
- Maintaining a pending copy.
- Forwarding the SF-3 to the Agency Headquarters Human Resources Office.
- Providing any additional information as requested by HQ HR staff.

Agency HQ HR staff is responsible for:

- Systematically reviewing SF-3's on file to ensure currency and accuracy.
- Explaining the features of the classification system and offering advice on the preparation of position descriptions.
- Providing guidance and assistance to field staff to further ensure quality SF-3's.
- Conducting on-site or telephone audits as necessary.
- Preparing and/or coordinating the preparation of Master Job Descriptions for positions with numerous incumbents performing identical tasks
- Allocating positions to delegated job titles or reviewing SF-3's to be submitted to Civil Service.

Civil Service classification analysts are responsible for:

- Reviewing SF-3's and allocating positions to the proper job title for non-delegated jobs.
- Conducting position audits to obtain more information about positions.

III. KEY FACTS ABOUT POSITION CLASSIFICATION

Position classification IS NOT based on:

- volume of work
- quality of work
- value of employee to organization
- length of service
- probable loss of employee to a better position

Position classification IS based on:

- the kind of work performed
- the level of difficulty and responsibility of the work performed
- the knowledge, skill and abilities required to do the work
- the number/level of direct subordinates and/or total staff

YOUR POSITION DESCRIPTION SHOULD BRING OUT THESE REQUIREMENTS!

IV. TERMS USED IN POSITION CLASSIFICATION

- TASK - A work activity that makes up one of the steps in the performance of a duty
- DUTY - A set of related tasks that are performed for the same general purpose
- POSITION - A set of duties requiring the services of one Employee
- JOB - A group of positions that are very similar in their major duties
- OCCUPATION - A group of jobs requiring similar knowledge, skills and abilities
- IN LOUISIANA STATE GOVERNMENT, THERE ARE APPROXIMATELY 67,000 POSITIONS GROUPED INTO ABOUT 2,900 JOBS

V. HOW TO PREPARE AN SF-3 FORM

Instructions for Completing Items 1 Through 6

ITEM 1 – TYPE OF REQUEST

- Indicate the nature of the request by checking appropriate box or boxes.
- If the request is for a new position, list only the requested title.
- Check “5.3 Appeal” box only if the position has been affirmed (by DSS HR or Department of Civil Service) twice during the past twelve-month period.
- The Personnel Area Code is the 4-digit code used to identify each state entity. The appropriate code is as follows:
 - 0357 – Office of the Secretary, Office of Management & Finance
 - 0355 – Office of Family Support
 - 0370 – Office of Community Services
 - 0374 – Louisiana Rehabilitation Services
- For updates or appeals, include the “Position Number” which can be obtained from Field or HQ/HR (leave blank for New Position requests).
- Indicate the current Job Title in the “Current Official Civil Service Job Title” Box.
- Indicate the Job Title you are requesting in the “Requested Official Civil Service Job Title” box.

For reallocations (Agency or Employee Appeals), incumbents must meet the minimum qualification requirements of the requested job.

- Check the “Employee Qualifies Box” to indicate that the incumbent qualifies to the best of your knowledge and submit a completed SF-10 (application) with the SF-3. If the employee does NOT meet the qualification for the requested job title, contact the agency HQ HR office for consultation prior to submitting the SF-3 form.

ITEM 2 – GENERAL INFORMATION

- Indicate employee’s name (last, first, middle) for filled positions.
- Indicate the Incumbent’s Area Code and Office Telephone Number. For new, vacant, or positions without an office, indicate the area code and office telephone number of the immediate supervisor.
- For Department-Office-Division/Section or Region/Parish Office, Building-City-Parish (Note: It is acceptable not to list the Building Name or Address).
 - Examples:
 - DSS/OS/OM&F/Human Resources Division/Baton Rouge/EBR Parish
 - DSS/OCS/FS Alexandria Region/Alexandria/Rapides Parish
 - DSS/OFS/Disability Determinations/Shreveport District Office/Shreveport/Caddo
 - DSS/LRS/Baton Rouge Region/Livingston Office/Livingston
 - Abbreviate information, if necessary, such as OFS and OCS.
 - Be sure to include all organizational levels or as much as is allowable in the space provided for in this box

- Indicate the Name and Official Job Title of the Direct Supervisor (i.e., first-line supervisor shown on the organizational chart); if this position is vacant, indicate such. Do not list the second line supervisor in this section.
- Indicate the Agency HQ HR Telephone Number
 - OS/OMF HR – (225) 342-4343
 - OFS HR -- (225) 342-3963
 - OCS HR – (225) 342-5270
 - LRS HR – (225) 219-2293

ITEM 3 – COMPARATIVE POSITIONS (Optional, but preferred when requesting reallocation.)

- Complete if management/employee is aware of similar positions which should be considered during analysis of the current position’s allocation; don’t list more than three positions.

ITEM 4 – SUPERVISORY ELEMENTS *(Complete for direct, first-line and upper level supervisory positions only; do not list Job Titles of employees over whom the position has “lead worker”, “functional” or “programmatic” authority.)*

Refer to Appendix B for types of supervision.

- Check all appropriate elements; direct supervisory positions must have management responsibility and check at least three mandatory supervisory elements.
- Indicate the number of positions directly supervised in the “Number of Direct Subordinates” box. Do not count indirect or second-line subordinate positions; however they should be included on the attached organizational chart.
- The numbers listed should match the attached organizational chart.

ITEM 5-ATTACHMENTS *(SF-3 submitted without appropriate attachments will be returned without action).*

- A comprehensive organizational chart that shows all positions and reporting relationships in the unit where the subject position is located. Use official Civil Service job titles, position numbers and incumbent names. Be sure to include all filled and vacant positions.
- Statement of Duties and Responsibilities
- Physical/Mental Requirements Checklist: Page 12 & Appendix F
- Signature/Comments: If comments are indicated next to the signature blocks, please attach appropriate letter(s) or memo(s).

ITEM 6 – SIGNATURES *(This Section is frequently overlooked; however, it is essential!)*

- Supervisor and Appointing Authority must always sign and date the SF-3 Form before submitting to the Agency HQ HR.
- Each person signing in Item 6 must check a box to indicate that the information in the SF-3 is true or that they disagree with a portion of the document and have attached comments.

- The employee, supervisor and/or Appointing Authority may attach comments in order to clarify disputed statements, explain conflicts between management and the employee, or for general comments; note any discrepancies about duty statements here.

Note: Most appointing authorities require the Regional Administrator or Division Director's initials next to the direct supervisor's signature to validate the duties described.

WRITING DUTIES AND RESPONSIBILITIES STATEMENTS

GETTING THERE IN FOUR STEPS

Note: Writing the duty statements is the **most critical part** of the SF-3. See Appendix E for an example.

STEP 1 - THINKING ABOUT THE POSITION

1. What am I doing, why and under what conditions?
2. Is this the way my supervisor wants my position to operate?

STEP 2 - ORGANIZING INFORMATION ABOUT THE POSITION

1. What are the major duties of my position?
2. How could my major duties be grouped together in a logical manner?
3. How much time do I spend on each of my major duties?
4. Which minor duties should I include in my position description? Group closely related tasks to avoid minute (less than 5%) percentages of time individual tasks are performed.

Note: Positions in Career Progression Groups should always have the duties described at the experienced level for that job (in other words at the cap of the CPG) regardless of the level of the current incumbent.

STEP 3 – WRITING THE DUTIES AND RESPONSIBILITIES STATEMENTS

1. Begin with a brief statement that summarizes the mission of the work unit where the position is located and the role of the employee who occupies the position in fulfilling that mission. (The main reason the position exists as it relates to the mission of that work unit. Also include the type of supervision received (e.g., immediate/close, general, broad, etc.), and the type of supervision exercised over other personnel.
2. Group individual tasks logically into several major functions or duty statements. List the most important duties first. Begin each duty statement with an action verb and organize duties in a logical manner to give concise description of the work performed.
3. Estimate the percentage of time spent on each major function. (20% = one day per week, 5% = 2 hours per week, etc.. Anything less than 5% is probably incidental and needs to be grouped within another function.) **PERCENTAGES MUST BE INCLUDED AND MUST TOTAL 100.** If percentages are not included, incumbents may not receive proper credit for experience and training ratings and/or evaluation of qualifications.
4. Information that explains the scope and impact of the work (such as number of employees, budget figures, number of clients served, etc.) is also very helpful. If the position requires special licensure, police commission, knowledge of certain training, please list that information.
5. When applicable, list equipment, machines or tools used to perform work.

6. Specifically document the change(s) that occurred to the position or other reason(s) for updating the job duties or requesting a change in classification. If possible, give approximate date(s) that duties changed or were added.
7. CHOOSE YOUR WORDS CAREFULLY.
 - a. Be concise, objective and realistic.
 - b. Use action verbs whenever possible, e.g., “administers injections,” “collects blood specimens,” “removes bedpans.”
 - c. Avoid technical phrases and ambiguous statements.
 - d. Be as brief as possible, yet adequately cover the important aspects of the position’s duties.
 - e. Make duty statements gender neutral; don’t say “I”, “He”, “She”.
 - f. Describe the duties and responsibilities rather than provide details on how to perform them.
 - g. Focus on the outcome of a task rather than how to do each part of the task.
 - h. Ensure that the duties reflect current, not past or future, characteristics of the job.
 - i. Indicate the level or extent of authority to accomplish the tasks.
 - j. Use simple words with clear meanings.
 - k. Explain words such as “coordinate,” “oversee,” “manage,” “process”, “handle”, and/or “prepare” by describing the full task involved.
 - l. Avoid abbreviations or jargon; explain any acronyms used (e.g., ITS = Intelligent Transportation Systems)
 - m. Include end results and any specific measures of performance.
 - n. Include any unusual demands of the job (e.g., frequent overtime, heavy lifting of 50 lbs.).
 - o. At the end of the duty listing, include a statement that the employee is required to perform any other duties assigned by the supervisor (e.g., performs additional duties as assigned). However, do not weight this duty area with a percentage of time.
 - p. For positions exercising lead worker, functional or regulatory supervision, clearly explain the authority the employee has over other employees. (Leave Item 4 blank in this situation.)
8. DESCRIBE THE MAJOR DUTIES.
 - a. Be sure to include and identify the essential functions, duties and responsibilities
 - b. Describe the what, how, why, where and when of duties performed.
 - c. Select for description the major important, recurring duties and tasks.
 - d. Organize the information in a logical fashion which will give a picture of the work being done.
9. DESCRIBE EACH OF THE EVALUATION FACTORS.
 - a. Knowledge Required by the Incumbent of the Position: kind of nature of knowledge and skills needed; how these are used in doing the work.
 - b. Supervisory Controls: how the work is assigned; the employee’s responsibility for carrying out the work; how the work is reviewed.
 - c. Guidelines: the nature of guidelines for performing the work; judgment needed to apply the guidelines or develop new guides.
 - d. Complexity: nature of the assignments; difficulty in identifying what needs to be done; difficulty and originality involved in performing the work.
 - e. Scope and Effect: purpose of the work; impact of the work product or service.
 - f. Personal contact: people and conditions under which contacts are made (except supervisors). Don’t list people by names, but rather list them by the type of job or function they perform.

STEP 4 - CERTIFYING THE POSITION DESCRIPTION

1. Have you covered all the important facts about your duties?
2. Have you presented your information accurately?
3. Have you avoided overstating your duties?

IF ANSWER TO THESE QUESTIONS IS YES, THEN SIGN YOUR POSITION DESCRIPTION IN THE SPACE PROVIDED AND SUBMIT IT TO YOUR SUPERVISOR.

PLEASE BE AWARE THAT SUBMITTING FALSE STATEMENTS ON POSITION DESCRIPTIONS IS A VIOLATION OF CIVIL SERVICE RULES WHICH MAY BE SUBJECT TO DISCIPLINARY ACTION, INCLUDING TERMINATION! Refer to Appendix D for Civil Service's communication on this topic. Agency HQ HR and/or Civil Service may conduct desk audits at their discretion to determine accuracy of statements.

VI. GUIDANCE ON ATTACHMENTS

1. PHYSICAL/MENTAL REQUIREMENTS CHECKLIST

Each time a position description is prepared or updated, the physical/mental requirements and other working conditions applicable to that position should be established and documented by completing either the generic or one of the two job-specific checklists provided in Appendix F and attaching it to the SF-3. The generic checklist is used for all positions except Child Welfare Specialist and Child Welfare Services Assistant jobs, for which job-specific descriptions of physical/mental requirements have already been determined. These checklists are an integral part of the position description, documenting the physical and/or mental requirements as well as any special working conditions. Once the form is completed and attached to the SF-3, it is subsequently used by the supervisor in the selection process. When interviewing applicants, the supervisor provides the appropriate form to each applicant, who reviews and indicates by signature whether he/she can perform the duties described with or without reasonable accommodation. By using this as a selection tool, DSS ensures that all applicants are provided the same information about the job and are appropriately advised of requirements. Completion of the form and attachment to the SF-3 is mandatory unless the supervisor has clearly described the physical and mental requirements and working conditions required for successful performance of the essential functions of the job in the body of the SF-3 itself.

If the position has additional specific requirements (shift work, licensure, drug testing, driver's license, criminal records check, travel, or other special requirements), they must be stated on the SF-3 form in Item 6 – the statement of Duties and Responsibilities

2. ORG CHART REQUIREMENTS & HELPFUL HINTS

- In light of DSS's goal to flatten the organization, one-on-one reporting relationships are strongly discouraged. (A one-on-one reporting relationship exists when a supervisor has only one direct report.) Therefore, please ensure that all supervisors maintain at least two direct reports.
- Each position should be portrayed within a box. Each position box must contain the present incumbent's name or the word "vacant" if applicable. If there is a double incumbency situation, both incumbents' names should appear. Each position box must contain the official Civil Service job title and position number. Other information may be included as pertinent.
- All attached pages to the SF-3 form including the organizational chart must be only size 8 ½ and 11 inches and on white paper.

VII. GLOSSARY

USEFUL ACTION WORDS/TERMS

Act: To carry out a purpose.

Administer: To manage or direct the application or execution of something.

Apply: To put into use.

Arrange: To place in proper order.

Assemble: To collect in a predetermined order, or to fit together the parts of.

Assist: To help or aid.

Attach: To fasten or connect.

Batch: To group into a quantity for one operation.

Collaborate: To work or act jointly with others.

Collect: To gather or assemble facts, data, etc.

Compile: To put together from several sources.

Coordinate: To place in same order, class, or rank; to arrange or plan meetings or events.

Correct: To make right.

Direct: To carry out the organizing/supervising of a task.

Disassemble: To take apart.

Establish: To set up.

Examine: To investigate.

Expedite: To speed up movement or progress; remove obstacles.

Facilitate: To make easy or less difficult.

Feed: To supply material to a machine.

Follow-up: To check the progress of.

Furnish: To provide, supply, or give.

Implement: To carry out or perform a specific program or policy.

Initiate: To begin or introduce.

Inspect: To examine carefully and critically.

Inventory: To count and make a list of items.

Interpret: To represent or render the meaning of.

Itemize: To set down in detail.

Maintain: To keep in working condition.

Make: To cause to exist.

Measure: To determine length, size, quantity, etc.

Notify: To inform.

Operate: To conduct or perform activity; to be the primary user of a piece of equipment.

Organize: To put in systematic form.

Perform: To accomplish.

Process: To handle in accordance with prescribed procedures.

Provide: To supply for use.

Purchase: To buy.

Record: To make a record of.

Requisition: To make a request or order.

Report: To furnish information or data either by written documentation or oral presentation.

Revise: To make a new or up-to-date version.

Schedule: To plan a timetable, set specific times for.

VIII. POSITION DESCRIPTION WRITING CHECKLIST

	HAVE I DONE THIS?	YES	NO
1.	Is a brief function statement given to explain the overall purpose of the Position and how it supports the mission of the organizational unit?		
2.	Is each essential / major function or duty described adequately?		
3.	Are percentages included? (Does the percentage total 100?) Is a separate percentage given for any time spent supervising others, if applicable?		
4.	Are all significant facts about the work included?		
5.	Should more examples be cited to make the meaning of individual statements clearer?		
6.	Are the statements in the description accurate?		
7.	Are any generalized statements explained?		
8.	Are any specialized terms used that will tend to confuse the reader? If so, be sure they are explained.		
9.	Is the description too long? Be sure to eliminate: (a) any discussion of personal education and experience; (b) too detailed explanations of work procedures; (c) any discussion of work not done personally (e.g., work by other employees in the unit); (d) any repetition of material.		

10. Is there any overlap between this description and other descriptions in your unit? If so, eliminate the overlap or explain it in the description.
11. Are you about to change the way this position will function? If so, discuss this with the Agency HQ HR Compensation Staff before submitting the description.
12. Have you avoided overstating your duties?

IX. SF-3 FREQUENTLY ASKED QUESTIONS

WRITING SF-3'S

1. **Q.** How detailed should an SF-3 be?
A. SF-3's should be from one to five pages depending on the subject matter. Positions within a specialty series can be shorter.
2. **Q.** Does it matter in what order duties are reported?
A. We prefer that duties be grouped into sub-headings of related duties with the most important or highest volume (if of equal importance) duties first.
3. **Q.** Should the employee write their SF-3?
A. Employees should read and sign their SF-3. Duties are assigned by management. However, employees may be asked to report duties being performed for management review. Employees may be requested to rewrite SF-3's if duties have changed.

REALLOCATIONS VERSUS NEW POSITIONS

1. **Q.** How does HR/CS decide when a reallocation will be declared a new position?
A. New positions are declared to encourage competition for a promotion. Adding duties to an existing position which results in HR/CS agreeing to change the job title will usually be declared a new position in the following cases: movement from sub-professional to professional; non-supervisory to supervisory; non-law enforcement to law enforcement, and movements three (3) Pay Scale levels or more.
2. **Q.** What happens when an agency removes duties from a position which results in allocation to a lower Pay Scale level?
A. Usually HR/CS will declare a new position to be filled by a "bumping layoff". If no lateral bump is available, or the employee lacks seniority, the employee may request (in writing) a downward reallocation in order to protect their current rate of pay.

ACTUAL VERSUS REPORTED DUTIES

1. **Q.** If HR/CS discovers a substantial discrepancy between the duties actually being performed as opposed to those reported on the SF-3, how is this resolved?
A. HR/CS decides if the difference is enough to change the allocation. A desk audit may be performed to obtain more information. If yes, an updated SF-3 is required. IN RARE CASES, AN INVESTIGATION IS INITIATED TO PURSUE "FALSIFICATION OF DUTY STATEMENTS" in accordance with General Circular 1047.
2. **Q.** If an agency disputes duties the employee claims, how is this resolved?
A. The Appointing Authority may attach comments to the SF-3 which the employee must be given an opportunity to review/respond to. HR may conduct a desk audit of the employee and supervisor (and in some cases, coworkers) to verify duty statements. Minor discrepancies can be resolved with an updated SF-3. If the employee assumed duties without the approval of management, allocation is based on the officially reported duties. HR works with both the employee and the Appointing Authority to arrive at a viable solution.

X. APPENDIX A -- LEVELS OF WORK

TRAINEE

This level implies that a minimum of six (to twelve) months of formal classroom training, testing and application is required. The job emphasis is on learning, not doing. Use of "trainee" implies reallocation of an employee's allocation to the journeyman or full-performance level upon successful completion of training.

ENTRY

Entry level jobs indicate a six to eighteen month period of combined "on-the-job" and classroom training.

BASIC

This level indicates that assigned work is of less complexity and scope than the journeyman or full-performance level. Positions can remain allocated to this level.

JOURNEYMAN, FULL-PERFORMANCE, OR EXPERIENCED

Journeyman level jobs indicate that this is the most typical and predominant level of a job series. Positions at this level are assigned the full range and diversity of work.

ADVANCED JOURNEYMAN OR ADVANCED FULL-PERFORMANCE

This level must be contrasted with the journeyman level. Work or quasi-supervisory assignments exceed those of the level below. Generally 10-30% of non-supervisory positions are considered advanced. In some cases, positions have insufficient numbers of subordinates or too low a percentage of supervisory elements to meet the criteria to be considered a first line supervisor.

There are three main types of positions as follows:

Quasi-supervisory-- As described above, a position or group of positions fails to meet the required first line supervisory elements.

Non-typical/Controversial/Complex-- In some occupations, certain technical subject matters are universally accepted as being more complex and valuable than others. (e.g. computer centers spend two to three times as much money training software support personnel. vs. operations personnel).

Housekeeping-- Emphasis is placed on support duties associated with assisting multiple units of an organization structure. In addition to typical journeyman level duties, a position is assigned diverse quality control, training and policy work.

ADVANCED JOURNEYMAN vs. MANAGERIAL LEVELS

The emphasis on advanced journeyman level positions is on personal performance with some involvement with other staff. Managerial levels focus on achieving results through many other staff. The difference is often on the percentage of time. Managers should reflect over 60% of their assignments being spent in medium range planning & budgeting, efficiency studies, redistribution of multiple unit's workload and analysis of work flow.

Managers "manage" people, places and things by organizing, policy development, crisis management, identification of trends and determining staff training and certification needs.

MANAGER

Managers report to high level officials. Work emphasizes setting objectives as well as planning, organizing, actuating and controlling functions and staff. Managers make major recommendations and take actions which have a direct and substantial affect on the agency and the programs served as follows:

- Determine program goals and shifts in resources and develops plans or implementation of such goals.
- Account to upper management concerning the allocation, efficiency and status of use of resources.
- Coordinate program efforts with other internal work units and/or agencies. Advise higher level officials of problems involving heir unit(s) relationships to broader programs.
- Delegate authority to subordinate supervisors and holds them accountable of accomplishment of goals.

NOTE: Most managers supervise subordinate supervisors. If a position is deemed to warrant "manager" level with few if any subordinates, use the adjective "Staff" after manager to indicate that this is an exception.

Such exceptions usually are made for Management & Finance, HQ consultants or positions managing contractual/consultants or equivalent resources.

In general, use of manager level should be used to indicate a level of organizational control, complexity and responsibility HIGHER THAN first-line supervisor.

ADMINISTRATOR

Managers are more concerned with the short-term (6-12 months), while administrators are concerned with major program changes and resource redistribution (section to section). The distinction is often one of percentage of time. Administrators should reflect 60%+ of time spent in long range planning, competing against other divisions or offices for budget money, responding to legislative inquiries and complains, human resource disciplinary/termination problems, and other highest level organizational problems.

Administrators generally are the highest level classified level in an organization, reporting to an unclassified executive, elected official or Commission. Often, administrators are directly over multiple sections and/or managers.

EXECUTIVE

Executive level positions are almost exclusively unclassified, appointed or elected. They include department Secretaries, Deputy Secretaries, Undersecretaries, Assistant Secretaries or their equivalent (Vice-Presidents or Directors).

XI. APPENDIX B -- TYPES OF SUPERVISION EXERCISED AND RECEIVED

Terms listed below describe types of supervision exercised and received. Any combination of these terms may apply to an individual job. For example, a job may include more than one type of supervision exercised as well as receive more than one type of supervision. These terms are generally acceptable; however, you may use more specific words to clarify these job elements.

1. Types of Supervision Exercised (NOTE: Merely reviewing work of another employee does not constitute supervision. Supervisory duties must be a continuous and recurring part of the job. See Supervisory Section under Levels of Work caption.)
 - a. Direct Line - responsibility for production and quality of subordinates; determines work assignments, priorities and procedures; and formally (or provides major input into) evaluates subordinates' performance.
 - b. Staff - formally advises and assists management.
 - c. Functional - supervises subordinates only when they are assigned to assist with the completion of a specific task (function).
 - d. Lead worker - performs same duties as subordinates, but sets pace of work unit. May give informal direction to other workers.
 - e. Project Basis - supervises incumbents while working on a specific project. Usually, subordinates vary from project to project.
 - f. Regulatory Supervision- This is not considered true supervision but represents those jobs which exist to provide direction, review judgments made by other sections or departments, set standards, policies and procedures, override judgments made by supervisors or managers of functions under their control or exercise similar controls. Such control is over other positions with a separate " boss" for leave approval, performance evaluation and administrative review of work as well as some technical review.
2. Types of Supervision Received
 - a. Close - frequent and detailed review of work. Instruction, advice and assistance readily available.
 - b. General - instruction, advice and assistance available as needed. Review of work may be frequent but not usually detailed. Emphasis is placed on quality of completed assignments.
 - c. Broad - instruction, advice and assistance available at request of employee. Review of work is not detailed and usually emphasizes accomplishment of broad work unit objectives rather than specific work assignments.
 - d. Administrative direction - advice and assistance limited to accomplishment of broad agency objectives and policies.

SUPERVISOR - FIRST LINE

Supervisory Jobs are written when the incumbents exercise line supervision over normally 3 to 5 subordinates. Although supervisors have responsibility for the actions/activities of their subordinates 100% of the time, the actual supervision of their activities (as opposed to doing the work normally associated with the tasks of subordinates) should be at least 50% of the time.

In addition, no subordinate should be claimed by more than one supervisor as their permanent supervisor, unless prior commitment has been given in writing by the Chief of Classification and Pay recognizing such organizational structures as subordinate pools, project supervision, etc.

NOTE: Any position claiming the requisite number of subordinates and performing the same work tasks more than 50% of the time will not be allocated to a supervisory title.

Supervision must include the **THREE MANDATORY** supervisory elements and at least **FOUR** or more of the **OPTIONAL** elements listed below:

1. (MANDATORY) Responsible for the productivity and quality of the subordinates work performance.
2. (MANDATORY) Formally Evaluates (or provides major input)subordinates performance (e.g. Annual Service Ratings, recommends promotions, recommends disciplinary actions, etc.)
3. (MANDATORY) Determines work assignments, priorities, and procedures for subordinates.
4. (OPTIONAL) Resolving technical problems; entailing responsibility for counseling subordinates and finding solutions to problems that the subordinates were unable to resolve. (This is not informal advice and assistance, as rendered by a senior staff member, but an officially assigned job responsibility.
5. (OPTIONAL) Approving annual and sick leave.
6. (OPTIONAL) Interviewing and recommending for selection, candidates who apply for vacant jobs or employees who apply for promotions in the area supervised.
7. (OPTIONAL) Resolving complaints from subordinates.
8. (OPTIONAL) Training of new employees.
9. (OPTIONAL) Advising on problem resolutions through informal advice and assistance to subordinates.
10. (OPTIONAL) Reporting on work quality and productivity of subordinates; however, without responsibility and accountability for the production and quality of their work.

XII. APPENDIX C

Career Progression Group DSS Master List

Career Field	Pay Schedule	Job Title	Job Code
2101	AS	ACCOUNTANT 1	160180
2101	AS	ACCOUNTANT 2	139350
2101	AS	ACCOUNTANT 3	139370
1101	AS	ACCOUNTING SPECIALIST 1	136950
1101	AS	ACCOUNTING SPECIALIST 2	140470
2101	AS	ACCOUNTING TECHNICIAN	139340
3102	AS	ADM LAW JUDGE--ENTRY	160950
3102	AS	ADM LAW JUDGE	160960
3102	AS	ADM LAW JUDGE--ADV *	160970
1101	AS	ADMIN. COORDINATOR 1	168040
1101	AS	ADMIN. COORDINATOR 2	168050
1101	AS	ADMIN. COORDINATOR 2	168050
1101	AS	ADMIN. COORDINATOR 3	168060
1101	AS	ADMIN. COORDINATOR 3	168060
1101	AS	ADMIN. COORDINATOR 4	168070
1102	AS	ADMINISTRATIVE ASSISTANT 1	168000
1102	AS	ADMINISTRATIVE ASSISTANT 2	168010
1102	AS	ADMINISTRATIVE ASSISTANT 2	168010
1102	AS	ADMINISTRATIVE ASSISTANT 3	168020
1102	AS	ADMINISTRATIVE ASSISTANT 3	168020
1102	AS	ADMINISTRATIVE ASSISTANT 4	168030
3101	AS	ATTORNEY 1	160580
3101	AS	ATTORNEY 2	160590

3101	AS	ATTORNEY 3	160600
2101	AS	AUDITOR 1	158520
2101	AS	AUDITOR 2	158530
2101	AS	AUDITOR 3	158540
2101	AS	BUDGET ANALYST 1	139690
2101	AS	BUDGET ANALYST 2	139700
2101	AS	BUDGET ANALYST 3 *	139730
5914	SS	CHILD WELFARE SPEC TRAINEE	166730
5914	SS	CHILD WELFARE SPEC 1	166740
5914	SS	CHILD WELFARE SPEC 2	166750
5914	SS	CHILD WELFARE SPEC 3 *	166760
4104	AS	CONTR/GNTS REV 1	160200
4104	AS	CONTR/GNTS REV 2	160210
4104	AS	CONTR/GNTS REV 3	166140
4104	AS	CONTR/GNTS REV 4	166150
5901	SS	FRAUD INVESTIGATOR 1/OFS	157200
5901	SS	FRAUD INVESTIGATOR 2/OFS	132180
4103	AS	HEALTH/HUM SVCS PLANNER 1	125620
4103	AS	HEALTH/HUM SVCS PLANNER 2	125630
3401	AS	HUMAN RES ANALYST A	170800
3401	AS	HUMAN RES ANALYST B	170810
3401	AS	HUMAN RES ANALYST C	170820
3501	TS	IT APPL PROG 1	163000
3501	TS	IT APPL PROG 2	163010
3501	TS	IT APPL PROG/ANALYST 1	163020
3501	TS	IT APPL PROG/ANALYST 1	163020
3501	TS	IT APPL PROG/ANALYST 2	163030
9999	TS	IT DATA BASE ANALYST 1	163430
9999	TS	IT DATA BASE ANALYST 2	163440
9999	TS	IT DATA BASE ANALYST 3 *	163450

3503	TS	IT EQUIP OPER 1	163190
3503	TS	IT EQUIP OPER 2	163200
3503	TS	IT EQUIP OPER 3	163210
9999	TS	IT LIAISON OFFICER 1	166350
9999	TS	IT LIAISON OFFICER 2	166360
9999	TS	IT LIAISON OFFICER 3	166370
9999	TS	IT LIAISON OFFICER 4	166380
3502	TS	IT PROD CONTROL TECH 1	163240
3502	TS	IT PROD CONTROL TECH 2	163250
3502	TS	IT PROD CONTROL TECH 3	163260
3501	TS	IT TECH SUPP ANALYST 1	163080
3501	TS	IT TECH SUPP ANALYST 2	163090
3501	TS	IT TECH SUPP SPEC 1	163100
3501	TS	IT TECH SUPP SPEC 1	163100
3501	TS	IT TECH SUPP SPEC 2	163110
3501	TS	IT TECH SUPP SPEC 3	163120
6202	SS	LICENSING SPECIALIST 1--DSS	167650
6202	SS	LICENSING SPECIALIST 2--DSS	167290
4103	AS	MANAGEMENT ANALYST 1	125850
4103	AS	MANAGEMENT ANALYST 2	125860
5901	SS	MEDICAID ANALYST 1	165770
5901	SS	MEDICAID ANALYST 2	165780
5901	SS	MEDICAID ANALYST 3 *	165790
5901	SS	MEDICAID PROGRAM SPEC 1	169260
5901	SS	MEDICAID PROGRAM SPEC 2	169270
9999	AS	PARALEGAL 1	165640
9999	AS	PARALEGAL 2	113470
4103	AS	POLICY PLANNER 1	126260
4103	AS	POLICY PLANNER 2	126270
4103	AS	POLICY PLANNER 3	126280

1201	AS	PROCUREMENT SPEC 1	165070
1201	AS	PROCUREMENT SPEC 2	165080
1201	AS	PROCUREMENT SPEC 3	165090
1201	AS	PROCUREMENT SPEC 4 - EXEMPT	165100
2304	AS	PROG COMPL ALYST 1	160330
2304	AS	PROG COMPL ALYST 2	160340
2304	AS	PROG COMPL OFF 1	159850
2304	AS	PROG COMPL OFF 2	159860
2304	AS	PROG COMPL OFF 3	159870
4203	AS	PUBLIC INFORMATION OFF 1	164820
4203	AS	PUBLIC INFORMATION OFF 2	164830
4203	AS	PUBLIC INFORMATION OFF 3	164840
1101	AS	PURCHASING TECH 1	165110
1101	AS	PURCHASING TECH 2	165120
5901	SS	RECOVERY ANALYST 1--OFS	141000
5901	SS	RECOVERY ANALYST 2--OFS	141010
5908	SS	REHAB COUNSELOR - ENTRY	134960
5908	SS	REHAB COUNSELOR	155860
5908	SS	REHAB COUNSELOR - MASTER *	164930
5908	SS	REHAB EVALUATOR - ENTRY	143090
5908	SS	REHAB EVALUATOR	143100
5908	SS	REHAB EVALUATOR - MASTER *	164960
5908	SS	REHAB INSTRUCTOR 1	143050
5908	SS	REHAB INSTRUCTOR 2	143070
5908	SS	REHAB SPECIALIST 1	134980
5908	SS	REHAB SPECIALIST 2	164940
5908	SS	REHAB SPECIALIST - MASTER *	164950
5406	SS	RESIDENTIAL ADVISOR 1	154360
5406	SS	RESIDENTIAL ADVISOR 2	109610
5406	SS	RESIDENTIAL ADVISOR 3	166670
5406	SS	RESIDENTIAL SERVICES SPEC 1	168390

5406	SS	RESIDENTIAL SERVICES SPEC 2	168400
5406	SS	RESIDENTIAL SERVICES SPEC 3	168410
6517	AS	SAFETY PROGRAM COOR TR	158660
6517	AS	SAFETY PROGRAM COOR	133070
5915	SS	SOC SVC COUNSELOR 1	106750
5915	SS	SOC SVC COUNSELOR 2	106770
5915	SS	SOC SVC COUNSELOR 3	168610
5901	SS	SOCIAL SERVICES ANALYST 1	165810
5901	SS	SOCIAL SERVICES ANALYST 2	165820
5901	SS	SOCIAL SERVICES ANALYST 3 *	165830
3408	AS	STATISTICAL TECH 1	160420
3408	AS	STATISTICAL TECH 2	160430
3408	AS	STATISTICIAN 1	160440
3408	AS	STATISTICIAN 2	160450
4303	AS	TRAIN/DEV SPEC INTERN	162140
4303	AS	TRAIN/DEV SPEC 1	161850
4303	AS	TRAIN/DEV SPEC 2	161860
4303	AS	TRAIN/DEV SPEC 3	161870

XIII. APPENDIX D

Civil Service General Circular 1603

To: Heads of State Agencies and Human Resource Directors

Subject: Position Descriptions: Imaging, Updating and Falsifying

Issue Date: April 11, 2005

Imaging

The Department of Civil Service has expanded our document imaging system to include position descriptions. On January 17, 2005 we began a day forward process of imaging position description (SF-3s).

Effective immediately, we ask that agencies make note of the following changes:

- 1) White paper will be required for all SF-3 copies submitted. Copies on colored paper can result in large blotches on the imaged document.
- 2) All position descriptions including the organizational charts must be on standard 8 ½ X 11 paper. Legal size documents will no longer be accepted.
- 3) Please be careful to include the correct job code, position number and personnel area on each document. These indexing fields provide the basis for document retrieval.
- 4) You should note that future job title changes will require submission of a new SF-3 for each position. Specifics of this change will be noted on future Implementation Charts for all job studies affected.
- 5) Master job descriptions are still acceptable for appropriate situations. We ask that you include one position number on the front of the SF-3 in item # 2 and continue to attach a list of the remaining position numbers as the second page of the SF-3 in addition to the list of duty assignments and required organizational charts. The key to retrieval of the master job description documents will be a combination of log number, job code, effective date, personnel area and position number. Agencies will no longer be able to e-mail a position number to add or delete to a master job description. All position number changes to a master job description will require submission of a new SF-3.
- 6) For non-delegated actions, we continue to require agencies to submit two copies of the SF3, one to remain at DSCS and the second copy to return to the agency after the allocation decision is complete.
- 7) For delegated actions, we continue to require each delegated agency to submit one completed copy for each SF-3 allocated.
- 8) We will continue to provide access to our hard copy position descriptions currently on file. For those position descriptions with an effective date of 1/17/05 or after, access will be provided through our imaging system. A computer terminal and printer located in the Compensation Division will provide all agency Human Resource offices with access to imaged position descriptions.

Updates

The Compensation division has long taught that positions should be updated on a regular basis prior to filling a vacant position and whenever major duty changes have been made.

Listed below is our formal policy regarding updating position descriptions. Position descriptions should be updated:

- At least every five years.
- When major duty changes have taken place.
- Prior to filling a vacant position, unless the position description has been updated within the last twelve months or if the position is encompassed by a master job description in a high volume hiring situation such as Corrections Cadet.

We encourage you to suggest to your supervisory employees that position descriptions be reviewed and updated, if needed, whenever annual Performance Planning and Review ratings are conducted. The Human Resources Department initiates this process by attaching a reminder form and a current copy of the employee's position description to the annual PPR form to remind the supervisor to review the position description and update it if needed.

Please remember that agencies with delegated classification authority are not authorized to affirm the allocation of positions in a title not authorized for delegated classification. All requests to update a position description in a non-delegated job title should be sent to the Compensation division for review.

In addition, all position descriptions encompassed by an incumbency allocation whether in a delegated or non-delegated job title should be sent to the Compensation division for review sixty days prior to the expiration date of the allocation. This will allow Civil Service to take the necessary steps to correct the allocation with the proper effective date.

Falsifying

Please remind your employees and managers of the importance of the accuracy of all statements presented on a position description. Listed below are two examples to reference for information concerning the result of a falsified position description.

General Circular 1259 was issued on October 28th, 1996 in order to bring attention to a State Civil Service Commission finding. It referenced General Circular No. 1165 of 1994 which found that three employees falsified a job description in an attempt to cause one of the three employees' positions to be reallocated upward. The three employees included the employee who sought to be moved upward and two other employees in the chain of command. The purpose of the general circular was to warn state classified employees about the falsification of job descriptions.

In 1996, in Docket No. 11420, the State Civil Service Commission found that the same thing had occurred. That is, one employee and his supervisor were found to have falsified a job description in order to obtain a reallocation upward for the employee's position. The supervisor who signed the official Civil Service position description was the senior supervisor who was physically remote from the employee. The Civil Service Commission found, however, that a signature on a position description was more than ornamentation, and that each signature attested to the accuracy of the duties described thereon. The Commission recognized that it was incumbent upon a supervisor to determine the truth of the documents to be signed. The pay of the employee who obtained the

reallocation upward was reduced approximately 25% for a two year period. The supervisor was suspended for forty-five days.

Please make your employees and your managers aware of these cases. Managers should not sign unless they, themselves, are certain that a job description is true and correct.

Please direct questions about the above mentioned issues to Glenn Balentine, Compensation Division Chief or Rainette Stephens, Compensation Division Assistant Chief, Department of State Civil Service, P.O. Box 94111, Baton Rouge, LA 70809, or e-mail glenn.balentine@la.gov. or rainette.stephens@la.gov. You can reach the Compensation Division at (225) 342-8083.

Sincerely,

s/Anne Soileau
Acting Director

XIV. Appendix E Sample Duties & Responsibilities

DUTIES AND RESPONSIBILITIES	<p>Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.</p> <p>If duty(s) are short-term / temporary and nonrecurring, note beginning and ending dates and percent of time required to perform the duty(s). Begin the writing of your short-term duty statement(s) as follows: (SHORT-TERM – beginning and ending dates) – Example: (SHORT-TERM – 1/1/99 thru 1/31/99) I count.....</p>
PERCENTAGES MUST TOTAL 100%	<p>LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.</p>

STEP 1 - MISSION STATEMENT: This is a highly responsible accounting position, which manages the administrative and professional accounting functions for the department. It accounts for over \$250,000,000 annually, comprised of 43 funding sources. The sources of these funds are comprised of Federal and State generated funds, Inter-agency transfer, Self-generated, Statutory Dedicated and Local Government. Serve as a principal assistant to the Accountant Administrator 4 with authority over all positions in the fiscal section.

STEP 2: CATEGORY STATEMENTS

CATEGORY STATEMENT # 1

70% Directs the daily operations of Fiscal in the accounting functions necessary to accomplish the daily financial needs of the department using generally accepted accounting procedures for state and federal agencies. Enforces the fiscal policy and procedures to comply with the department's statewide accounting system, administered by the Division of Administration. Manages the training of Fiscal staff to assure the appropriate level of knowledge is maintained to assure accuracy and efficiency. Directs through subordinate supervisors the efficient payment of travel expense, equipment and supply acquisitions, payment of insurance, utilities, communications, contracts, and special programs. Provides customer service to internal and external customers in a professional manner. Supervises the cash management function for the department, assuring compliance with the Cash Management Improvement Act. Directs monthly reconciliation of cash requests. Monitors fiscal procedures for compliance.

CATEGORY STATEMENT # 2

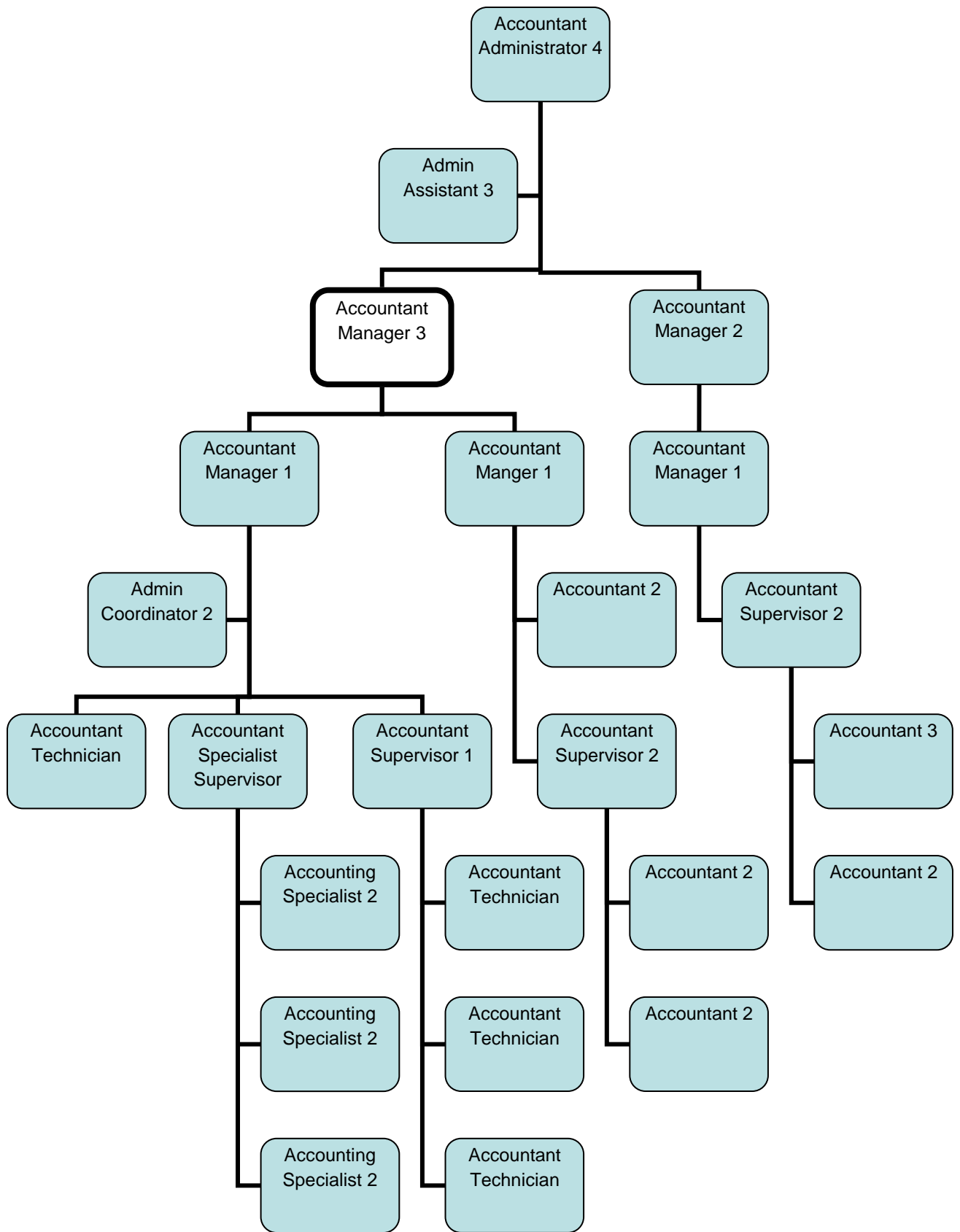
15% Communicates with state and federal auditors. Communicates with officials in the daily functions of the Fiscal Unit. Interviews potential employees and performs annual performance planning sessions in accordance with state requirements. Works in accordance with departmental policies and procedures. Works in accordance with accepted safe practices, reports unsafe conditions, observes safety rules, makes safety suggestions, and serves on safety committees.

CATEGORY STATEMENT # 3

- 10% **Develops goals and measurable performance standards** for subordinate Fiscal managers and/or supervisors. Establishes productivity, reporting criteria, and procedures for the Fiscal section and monitor supervisors' performance in meeting goals.

CATEGORY STATEMENT # 4

- 5% **Provides special reports** for the Chief Financial Officer and upper management as required.



XV. APPENDIX F

Physical/Mental Requirements Checklists

PHYSICAL REQUIREMENTS AND CONDITIONS

Office: _____ **Job Title:** _____
Section: _____ **Position #:** _____
Unit: _____ **Incumbent:** _____

The minimum physical qualifications for the above job are listed below. This information shall be used to establish a minimum standard in the evaluation of applicants for positions in the job classification and in reviewing the capabilities and physical restrictions of employees returning from occupational and illness leaves of absence.

Note: “Rarely” = 10% “Frequently” - 34 - 66% This job involves a :
“Occasionally” = 11 - 33% “Continuously” = 67 - 100% hour workday.

PLEASE PLACE A CHECK () IN THE COLUMN BELOW WHICH MOST ACCURATELY DESCRIBES THE FREQUENCY OF EACH TYPE OF PHYSICAL ACTIVITY LISTED

On the job you:	Not at all	Rarely	Occasionally	Frequently	Continuously
Bend / Stoop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push / Pull	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach above shoulder level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WEIGHT CHART – INDICATE FREQUENCY (Never, Rarely, Occasionally, Frequently, Continuously)

Activity	Up to 10 pounds	11 - 24 pounds	25 - 34 pounds	35 - 50 pounds	51 - 74 pounds	75 - 100 pounds	Over 100 pounds
LIFT - Waist > Overhead							
LIFT – Floor > Waist							
CARRY							
PUSH							
PULL							

Position Number: _____

(Physical Requirements and Conditions, continued)

Percentage of workday / shift, not counting breaks spent:

Standing 0%

Walking 0 %

Sitting 0%

Sitting while using keyboard 0%

SPECIAL SENSORY REQUIREMENTS:

Hearing Acuity Required?	<input type="checkbox"/> N/A	<input type="checkbox"/> Average	<input type="checkbox"/> Low	Correctable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Telephone Use Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Stethoscope Use Required		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Visual Acuity Required?	<input type="checkbox"/> N/A	<input type="checkbox"/> Near	<input type="checkbox"/> Far	Correctable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Color Acuity Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Correctable		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Field of Vision Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Correctable		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Video Display Terminal (VDT) Use Required?			<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Manual Dexterity Required?	<input type="checkbox"/> Average	<input type="checkbox"/> Low	Requires one or both hands/fingers?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, explain						
Operate Moving Equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Operate Motor Vehicle?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sense of Smell Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Sense of Taste Required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

EXPOSURE CATEGORIES

Category I. (Tasks That Involve Exposure to Blood, Body Fluids, or Tissues)

All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues or a potential for spills or splashes of them are Category I tasks. Use of appropriate protective measures should be required for every employee engaged in Category I tasks.

Category 2. (Tasks That Involve NO Exposure to Blood, Body Fluids, or Tissues, But Employment May Require Performing Unplanned Category 2 Tasks)

The normal work routine involves no exposure to blood, body fluids, or tissues, but exposure or potential exposure may be required as a condition of employment. Appropriate protective measures should be readily available to every employee engaged in Category 2 tasks.

Position Number: _____

(Physical Requirements and Conditions, continued)

Category 3. (Tasks That Involve No Exposure To Blood, Body Fluids, or Tissues, and Category 1 Tasks Are Not a Condition of Employment.

The normal work routine involves no exposure to blood, body fluids, or tissues (although situations can be imagined or hypothesized under which anyone, anywhere, might encounter potential exposure to body fluids). Persons who perform these duties are not called upon as part of their employment to perform or assist in emergency medical care or first aid or to be potentially exposed in some other way. Tasks that involve handling of implements or utensils, use of public or shared bathroom facilities or telephones, and personal contacts such as handshaking are Category 3 tasks.

This job is in Category:

ENVIRONMENTAL CONDITIONS

If applicable, please describe the environmental conditions associated with this job below:

Fumes/Dust:

Wet/Damp Surfaces:

Extremes - Hot/Cold:

Chemicals:

Noise:

Confined Spaces:

Heights:

Uneven Terrain:

Other:

I certify that all statements are true and correct to the best of my knowledge:

Employee Signature

Date

Direct Supervisor Signature

Date

NOTE: THIS DOCUMENT IS TO BECOME PART OF THE OFFICIAL POSITION DESCRIPTION (SF-3) FORM.

FOR USE BY APPLICANTS FOR THIS POSITION:

To the best of your knowledge, can you meet the physical/mental requirements and conditions for this position as listed? ☐ YES ☐ NO

If NO, please explain:

I certify the information provided on this document to be true and correct to the best of my knowledge.

Signature

Date

Physical Requirements and Conditions for Child Welfare Specialists

The duties of a Child Welfare Specialist are complex and varied. Primary responsibility involves providing social/child welfare services for the safety, permanency, and well being of children and families we serve. The activities listed below are the minimum qualifications necessary to perform the essential duties of the Child Welfare Specialist position. Please check (v) either YES or NO below to indicate whether you have the ABILITY TO PERFORM the activities listed AND WORK in the environments listed with or without accommodation without imposing a significant risk of harm to yourself or others.

PHYSICAL EFFORT	YES	NO
Drive All hours of the day and/or night, in town and out of town, with or without another employee; (In most situations, individual has the flexibility to take intermittent short breaks to stand and/or stretch as needed.)		
Lift/carry up to 35 lbs. clients (children), suitcases, medical equipment, etc.		
Reach above shoulder level to lift a hood or trunk of an automobile		
Reach from floor to waist and from waist to shoulder level to lift young children and/or personal belongings from the ground		
Bend/stoop/twist/squat/ crouch to enter and exit the vehicle, retrieve equipment and/or suitcases form the vehicle, and to remove children from the vehicle		
Sit while operating a motor vehicle and operating a personal computer; (In most situations, individual has the flexibility to take intermittent short breaks to stand and/or stretch as needed.)		
Maintain Balance to prevent falling when walking, standing, or crouching		
Stand to assist clients out of vehicle to destination		
Walk to appointment sites and normal office routines		
Climb Stairs		
Keyboarding (Finger and Hand Dexterity) to operate a personal computer to review agency policy, read and send e-mails, enter/view tips data, complete reports, etc.		
ENVIRONMENTAL CONDITIONS	YES	NO
Physical Surroundings Exposure to outside environmental conditions including heavy rain, severe winds, ice and extremes of heat and cold, ultra violet rays from the sun, dust, etc. and exposure to unsafe, unclean, cluttered environments in the client's home		
Hazards Driving vehicle on wet, damp, icy roadways or in extreme weather conditions. Entering and exiting neighborhoods after dark to perform work duties. Exposure to blood and/or other body fluids. Example: changing a child's diaper.		
SPECIAL SENSORY REQUIREMENTS	YES	NO

Seeing to perceive the nature of objects by the eye Acuity, far – clarity of vision at 20 feet or more. Acuity, near – clarity of vision at 20 inches or less Depth Perception – three dimensional vision Field of Vision – wide area that can be seen up and down or to right or left while eyes are fixed on a given point		
Talking to express or exchange ideas in the English language by means of the spoken word to clients, peers, or to the public		
Hearing to perceive the nature of sounds in order to receive detailed information through oral communication, external sounds, and to make fine discriminations in sounds		
Smelling to recognize and distinguish particular odors using the sense of smell (such as odors from unclean home, children's clothing, or the child's body; alcoholic beverages, various types of illegal drugs, etc.)		
MENTAL & PSYCHOLOGICAL REQUIREMENTS (knowledge, skills, and abilities)	YES	NO
Rules and Procedures to follow rules and procedures in working out job problems		
Reading Comprehension to read and understand written material (e.g.; statutes, procedural manuals, medical records, etc.)		
English Usage knowledge of grammar, punctuation, spelling and sentence structure		
Effective Writing to prepare and edit documents such as letters, reports and memoranda using proper format		
Variety and Change to perform a variety of duties often changing from one task to another of a different nature without loss of efficiency or composure		
Dealing with People to deal with and relate to people in situations beyond giving and receiving instructions		
Set Limits, Tolerances, or Standards to perform under stress when confronted with emergency, critical, unusual or dangerous situations, or in a situation in which working speed and sustained attention are essential aspects of the job. Worker may be subject to danger or risk.		

To the best of your knowledge, can you meet the physical/mental requirements and conditions for this position as listed? ☐ YES ☐ NO

If NO, please explain:

I certify the information provided on this document to be true and correct to the best of my knowledge.

Signature

Date

Physical Requirements and Conditions for Child Welfare Services Assistant

The primary purpose of the Child Welfare Services Assistant position is to provide basic child welfare support services to clients and potential clients of the agency, to assist and inform clients of child welfare services available and to aid in making arrangements for their access to agency services. Providing transportation (via operating a motor vehicle) to clients is an essential function of this job. The activities listed below are the minimum qualifications necessary to perform the essential duties of the Child Welfare Services Assistant position. Please check (✓) either YES or NO below to indicate whether you have the ABILITY TO PERFORM the activities listed AND WORK in the environments listed with or without accommodation without imposing a significant risk of harm to yourself or others.

PHYSICAL EFFORT	YES	NO
Drive All hours of the day and/or night, in town and out of town, with or without another employee; (In most situations, individual has the flexibility to take intermittent short breaks to stand and/or stretch as needed.)		
Lift/carry up to 35 lbs. clients (children), suitcases, medical equipment, etc.		
Reach above shoulder level to lift a hood or trunk of an automobile		
Reach from floor to waist and from waist to shoulder level to lift young children and/or personal belongings from the ground		
Bend/stoop/twist/squat/ crouch to enter and exit the vehicle, retrieve equipment and/or suitcases from the vehicle, and to place and secure children into vehicles and remove children from the vehicle		
Sit while operating a motor vehicle; (In most situations, individual has the flexibility to take intermittent short breaks to stand and/or stretch as needed.)		
Maintain Balance to prevent falling when walking, standing, or crouching		
Stand to assist clients out of vehicle to destination		
Walk to appointment sites and normal office routines		
Climb Stairs		
Keyboarding (Finger and Hand Dexterity) to operate a personal computer to review agency policy, read and send e-mails, enter/view tips data, complete reports, etc.		
ENVIRONMENTAL CONDITIONS	YES	NO
Physical Surroundings Exposure to outside environmental conditions including heavy rain, severe winds, ice and extremes of heat and cold, ultra violet rays from the sun, dust, etc. and exposure to unsafe, unclean, cluttered environments in the clients home		
Hazards Driving vehicle on wet, damp, icy roadways or in extreme weather conditions or for long periods of time. Exposure to blood and body fluids or human tissue.		
SPECIAL SENSORY REQUIREMENTS	YES	NO

Seeing to perceive the nature of objects by the eye Acuity, far – clarity of vision at 20 feet or more. Acuity, near – clarity of vision at 20 inches or less Depth Perception – three dimensional vision Field of Vision – wide area that can be seen up and down or to right or left while eyes are fixed on a given point		
Talking to express or exchange ideas in the English language by means of the spoken word to clients, peers, or to the public		
Hearing to perceive the nature of sounds in order to receive detailed information through oral communication, external sounds, and to make fine discriminations in sounds		
Smelling to recognize and distinguish particular odors using the sense of smell (such as odors from unclean home, children’s clothing, or the child’s body; alcoholic beverages, various types of illegal drugs, etc.)		
MENTAL & PSYCHOLOGICAL REQUIREMENTS (knowledge, skills, and abilities)	YES	NO
Rules and Procedures to follow rules and procedures in working out job problems		
Reading Comprehension to read and understand written material (e.g.; road maps, agency policy, procedural manuals, etc.)		
English Usage knowledge of grammar, punctuation, spelling and sentence structure		
Effective Writing to prepare and edit documents such as letters, reports and memoranda using proper format		
Variety and Change to perform a variety of duties often changing from one task to another of a different nature without loss of efficiency or composure		
Dealing with People to deal with and relate to people in situations beyond giving and receiving instructions		
Set Limits, Tolerances, or Standards to perform under stress when confronted with emergency, critical, unusual or dangerous situations, or in a situation in which working speed and sustained attention are essential aspects of the job. Assistant may be subject to danger or risk.		

To the best of your knowledge, can you meet the physical/mental requirements and conditions for this position as listed? ☐ YES ☐ NO

If NO, please explain:

I certify the information provided on this document to be true and correct to the best of my knowledge.

Signature

Date

The U. S. Department of Labor defines physical work levels as follows:

Sedentary Work: Lifting/carrying up to 10 pounds occasionally or a negligible amount frequently. A sedentary job involves sitting most of the time, but involves walking and standing for brief periods of time.

Light Work: Lifting/carrying 20 pounds occasionally or up to 10 pounds frequently, or a negligible amount constantly. A job is in this category when it requires: walking or standing to a significant degree; sitting most of the time while pushing/pulling arm or leg controls; constantly pushing or pulling a negligible weight.

Medium Work: Lifting/carrying up to 50 pounds occasionally, 10-25 pounds frequently, or 10 pounds constantly.

Heavy Work: Lifting/carrying up to 100 pounds occasionally, 25-50 pounds frequently, or 10-20 pounds constantly.

Very Heavy Work: Lifting objects in excess of 100 pounds occasionally, in excess of 50 pounds frequently, or in excess of 20 pounds constantly.