

## POSITION DESCRIPTION (SF-3) INSTRUCTION SHEET

The official Position Description Form (Civil Service Standard Form 3 or SF-3) is used to document the duties and responsibilities assigned to a position in the state classified service. The position description may be used to request allocation of a new position, update information about a previously allocated position or request reallocation of a position from one job title to another. The SF-3 may also be used to verify the work experience of an employee who occupies the position at some point. The duties and responsibilities should strongly correlate to the performance standards set through the performance planning and review process for the employee who occupies the position.

The SF-3 form is only one page, in triplicate. One copy is for Civil Service use, one for the agency Human Resources Office and one for the employee. The noted attachments are required for processing. **Actions taken under delegated classification authority require that ONE copy (WHITE COPY AND REQUIRED ATTACHMENTS) be submitted to the Compensation Division after processing. All other actions require that TWO copies (WHITE AND CANARY COPIES AND REQUIRED ATTACHMENTS) be submitted to the Compensation Division for processing. When completed, one copy will be returned to the agency and one retained for our files.**

**Please retain a copy of any documents you send to us.**

### REQUIRED ATTACHMENTS

**NOTE: SF-3's submitted without appropriate attachments will be returned without action.**

- 1. 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.**
- 2. Statement of Duties and Responsibilities. (Please see Item 6 instructions for more detail.)**
- 3. Signatures / Comments: If comments are indicated next to the signature blocks, please attach appropriate letter(s) or memo(s).**
- 4. If the SF-3 is to be used as a Master Job Description for multiple positions, attach a list of each position number and employee name that will be covered by the Master Job Description.**

### POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3.A)

If the position has specific requirements (shift work, licensure, drug testing, driver's license, other special requirements) or is assigned a special entrance rate, premium pay, base supplement, shift differential, etc. we recommend that you attach form SF-3.A. If this optional form is not used, special requirements such as a required licenses or police commission must be included in Item 6 -- the Statement of Duties and Responsibilities.

### **CIVIL SERVICE / AGENCY USE ONLY**

Do not write in this section. This section is for use by the Department of Civil Service or agencies with delegated classification authority.

#### **1. TYPE OF REQUEST**

Indicate nature of request by checking appropriate box or boxes. Indicate current and requested official job titles. If the request is for a new position, list only the requested title. Please include the GS, MS, etc. level for current and requested titles.

#### **2. CODE NUMBERS**

The ISIS HR position number is the official Civil Service position number. The AGENCY position number box provides a place for agencies to put a position number assigned by a system other than ISIS HR. If your agency uses only the ISIS HR position number, the agency position number box may be left blank.

#### **3. GENERAL INFORMATION**

Self explanatory.

#### **4. COMPARATIVE POSITIONS**

Complete if the agency/employee is aware of similar positions which should be considered during study of the requested allocation.

## 5. SUPERVISORY ELEMENTS

Put the number of subordinates reporting directly to the position in the "Directly Supervised" box. Put the number of all positions that report to the subject position through these subordinates in the "Indirectly Supervised" box. Total these numbers. Check all elements that apply to the position. Attach a comprehensive organizational chart that includes official Civil Service job titles, position numbers and incumbent names.

## 6. DUTIES AND RESPONSIBILITIES

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.

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.

Estimate the percentage of time spent on each major function. (20% = one day per week, 5% = 2 hours per week. Anything less than 5% is probably incidental or needs to be grouped within another function.) **PERCENTAGES MUST BE INCLUDED.** If percentages are not included, incumbents may not receive proper credit for experience and training ratings and/or evaluation of qualifications.

Information that explains the scope and impact of the work (such as numbers of employees, budget figures, number of clients served, etc.) is very helpful. If the position requires special licensure, police commission, knowledge or training, please list that information here, or use the Optional SF-3.A.

When applicable, list equipment, machines or tools used to perform work.

Specifically document the change(s) that have occurred to the position or other reason(s) for updating the job duties or requesting a change in classification. Give approximate date(s) that duties changed or were added.

## 7. SIGNATURES AND COMMENTS

It is preferable that all signature blocks be completed for occupied positions. The Appointing Authority / Designee signature is always required. (An official facsimile stamp may be used). In the case of employee appeals, a copy of the SF-3 will be forwarded to the agency for review and signatures, to be returned to Civil Service within 30 days. The signature of an employee, supervisor or Appointing Authority implies concurrence with the information contained on the SF-3 and all required attachments unless the "comments" block is checked and a letter or memo detailing any concerns or discrepancies is attached.