



Requesting Department: _____

Date: _____

Contact: _____

Position Title: _____

Current Classification: _____

A. Please provide a general overview as to why you are requesting that this position be reviewed.

B. Major Function:

Briefly state the job's overall purpose, emphasizing the general function or duty for which the position is responsible. (Limit this statement to one or two sentences.)

C. Specific Duties:

Starting with the most important, list and describe the duties which make up the regular assignment. This should include all the duties performed. Use specific verbs of action, such as "operate," "drill," "weld," "adjust," "repair," etc.; avoid "process," "prepare," "handle," and "assist." State the "frequency" (i.e., daily, weekly, occasionally) and the approximate percent of the total time spent on each duty. Use additional sheets of paper if necessary. Include duties related to safety of operations.

| Duties | Frequency | % of Time |
|---------------|------------------|------------------|
| | | |

D. Examples of Primary Duties:

Identify those duties that demand the greatest amount of time, attention, and are of key priority to the department. Include any duties which present unusual requirements, special skills, technical expertise, or advanced knowledge.

Continued Duties:

New Duties:

Discontinued Duties:

E. How are any new job duties currently being performed?:

F. Supervision Received:

Describe the level of freedom to act without direction that is expected for this position.

Describe the level of accountability and decision-making authority this position will have.

G. Supervision Exercised:

Please include the number of employees directly supervised, indirectly supervised and any interns/seasonal/temporary employees supervised.

H. Guidance and Authority:

Please describe areas that this position will exercise authority over, independent decisions or provide guidance.

I. Goals and Objectives:

Who is responsible for setting responsibilities, goals and objectives on a daily, weekly, monthly and yearly basis?

Who determines the methodologies, techniques and processes for performing the core responsibilities of the position and what their expected outcomes should be.

J. Relations with Others:

During the regular course of the job, what persons in other departments within the Town or groups outside the Town are required to contact and/or work with, approximately how often, and for what purpose?

Inside Town Contacts:

| <u>Name & Title</u> | <u>Frequency & Purpose</u> |
|-------------------------|--------------------------------|
| <hr/> | <hr/> |
| <hr/> | <hr/> |
| <hr/> | <hr/> |
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Outside Town Contacts:

| <u>Name & Title</u> | <u>Frequency & Purpose</u> |
|-------------------------|--------------------------------|
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K. Difficulty of Work:

What is the most difficult part of the job?

L. Knowledge, Skills, Ability:

What knowledge, skills and abilities are necessary to perform the job competently? Be specific. Include knowledge of equipment or operating procedures.

M. Education, Training & Experience:

Describe (1) the minimum level of education or training required for a new employee in the position; (2) special technical knowledge or courses that are necessary; and (3) the type and length of prior experience required to do the job fully.

(1)

(2)

(3)

N. Learning Period

How long would a new employee with the background specified in L and M above need to be in this job to perform it competently?

What aspects of this job take longest to learn and why?

DRAFT