

MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

Subject: Position Descriptions	Number: 520.10
Date: October 23, 2014	By Direction of:  Kelly Powell Logan, Secretary of Administration
Contact Agency: Office of Administration, Office for Human Resources Management, Bureau of Classification and Compensation, Telephone 717.787.8838	

This directive establishes policy, responsibilities, and procedures for developing, maintaining, and utilizing position descriptions.

- 1. PURPOSE.** To establish policy, responsibilities, and procedures related to the development, maintenance, and utilization of position descriptions.
- 2. SCOPE.** This directive applies to all departments, boards, commissions, and councils (hereinafter referred to as "agencies") under the Governor's jurisdiction and relates to the development, maintenance, and use of position descriptions.
- 3. OBJECTIVES.**
 - a. To establish policy and procedures for developing and maintaining position descriptions.
 - b. To establish policy on the utilization of position descriptions.
 - c. To define roles and responsibilities related to the development and maintenance of position descriptions.
- 4. DEFINITIONS.**
 - a. **Essential Functions.** The necessary and fundamental job duties of the position. The term essential function does not include the marginal functions of the position.

- b. **Job.** A group of positions sufficiently similar with respect to duties and responsibilities so that the same title and code, including parenthetical title and code, may be used to describe all positions included in the group and so that the positions may be treated alike for recruitment, selection, pay and other human resource purposes.
- c. **Job Specification.** A written description of a job that defines and describes representative duties and responsibilities and sets forth the experience and training that provides the knowledge, skills and abilities necessary to the performance of the work of the job classification. Also referred to as a job standard.
- d. **Online Position Description Application.** An electronic tool used by supervisors and reviewing officers to create, update, view, activate, and print their subordinates' position descriptions. Also used by employees to review and acknowledge their position description and Agency Human Resources Offices for position specific information.
- e. **Position.** An authorized and individually identified group of duties and responsibilities assigned or delegated by competent authority requiring the full-time or part-time employment of at least one person.
- f. **Position Description.** The official written statement of the duties assigned to a position and other position specific information that includes the position's purpose, description of duties, decision making responsibilities, necessary requirements, and essential functions. The position description is used for a variety of purposes including the assignment of duties to the incumbent, position classification, organization and work unit planning, identification of training and development needs, recruitment and exam development, and the development of performance evaluation standards.
- g. **Reviewing Officer.** The second level in the chain of command of a position, or the supervisor of the supervisor of a position. The reviewing officer reviews performance evaluations and activates position descriptions.
- h. **Supervisor.** The first level in the chain of command of a position.

5. POLICY.

- a. A position description shall be prepared and maintained for each position.
- b. Position descriptions describe work that is permanent, regular, and recurring. Duties related to temporary assignments shall not be included on position descriptions. Since it may be impossible to identify every reasonably related task that may be assigned, the position description must include "Performs other related duties as required" or a similar statement.
- c. Supervisors prepare and maintain up-to-date position descriptions for the positions under their supervision. Position descriptions shall be updated when the work permanently assigned to the position changes. Position descriptions shall be reviewed at least annually and prior to all classification and job filling requests to ensure accuracy.

- d. Position descriptions shall be maintained in the Online Position Description application utilizing Form STD-370, Position Description (Refer to Enclosure 1 of this directive). Position descriptions for employees without email access, which are not maintained in the Online Position Description application, shall be printed and signed by the employee, supervisor, and reviewing officer. A signed copy shall be kept in a separate file in the Agency Human Resources Office. Position descriptions shall not be placed in the electronic-Official Personnel File (e-OPF).
- e. Position descriptions shall be electronically acknowledged by the supervisor, employee, and reviewing officer. In certain circumstances, with pre-approval of the content, designated staff may act on behalf of supervisors and reviewing officers to enter position description content into the Online Position Description application and act on their behalf in acknowledging the position description. If an employee refuses to acknowledge/sign the position description after discussion with the supervisor, the position description may still be made active by the reviewing officer.
- f. Duties shall be described on the position description using factual and objective language that is concise, complete, and position specific. The position description should not include job specification language.
- g. Duties shall be listed on the position description in order of importance. The approximate percentage of time spent on each function, while not required, is helpful in determining the primary purpose and essential functions of the position.
- h. Essential functions shall be prepared in accordance with *Management Directive 205.25, Disability Related Employment Policy*.

6. RESPONSIBILITIES.

a. Supervisors shall:

- (1) Develop and maintain position descriptions for all positions under their supervision.
- (2) Present an updated position description to a subordinate in a timely manner after filling the position.
- (3) Ensure that the work described on the position description accurately reflects the work that is assigned to the position and expeditiously update position descriptions when work assignments permanently change.
- (4) Contact the Agency Human Resources Office prior to changing the work assignment of a position to ensure classification accuracy.
- (5) Review position descriptions for positions under their supervision at least annually and prior to all classification and job filling requests to ensure accuracy.
- (6) Review the position description with the incumbent periodically, such as at the time of the annual employee performance review.

- (7) Utilize the Online Position Description application for managing position descriptions.
- b. **Employees** shall review the position description to ensure the information is accurate.
- c. **Reviewing Officers** shall review position descriptions prepared by supervisors to ensure that they accurately reflect the work assigned to positions.
- d. **Agency Human Resources Office** shall:
 - (1) Ensure that there is an active and accurate position description for each position.
 - (2) Provide consultation and training to supervisors and reviewing officers in creating, updating, and activating position descriptions and utilize the Online Position Description application.
 - (3) Review positions for proper classification and utilize the position description as a primary source of information about the duties and responsibilities assigned to positions.
- e. **Office of Administration, Office for Human Resources Management, Bureau of Classification and Compensation, Classification and Pay Division**, shall:
 - (1) Maintain policies related to position descriptions and the Online Position Description application.
 - (2) Provide assistance to the Agency Human Resources Offices in the use of the Online Position Description application.

7. PROCEDURES.

- a. The supervisor identifies a need to create or update a position description and accesses the Online Position Description application, which is available within Supervisor Self Service in the SAP system or at <http://www.occup.state.pa.us/StartPages>.
- b. The updated position description routes via email to the incumbent of the position, who reviews the position description and certifies it by entering his/her name in the Employee Acknowledgement field. Position descriptions for vacant positions route via email directly to the reviewing officer.
- c. The in-process position description routes via email to the reviewing officer, who reviews and certifies the position description by entering his/her name in the Reviewing Officer Acknowledgement field. The reviewing officer activates the position description.
- d. The Agency Human Resources Office is electronically notified that the position description has been made active.

- e. Specific instructions for employees without email access, and additional information on completing the position description form, are found in the User's Manual within Supervisor Self Service in the SAP system or at <http://www.occup.state.pa.us/StartPages>.

Enclosure 1 – Position Description

POSITION DESCRIPTION

IDENTIFYING INFORMATION

Last Name	First Name	MI	Employee Number	Position Number

Job Title	Job Code	Working Title

Department	Organization	Organization Code

Supervisor's Last Name	Supervisor's First Name	Job Title	Position Number

Start Time	End Time	Hours/Week	Days Worked (Check all that apply)						
			Sun	Mon	Tues	Wed	Thur	Fri	Sat

POSITION PURPOSE: Describe the primary purpose of this position and how it contributes to the organization's objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*

DESCRIPTION OF DUTIES: Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major and result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

DECISION MAKING: Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: *In response to a customer inquiry, this work involves researching the status of an activity and preparing a formal response for the supervisor's signature.*

REQUIREMENTS PROFILE: Identify any requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the positions. Position-specific requirements should be consistent with a Necessary Special Requirement or other criteria identified in the classification specification covering this position. Example: *Professional Engineer License*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

ESSENTIAL FUNCTIONS: Provide a list of essential functions for this position. **Only 150 characters permitted.** Example: *Lifts boxes weighing up to 60 pounds.*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

CERTIFICATION

By entering my name below, I certify to the best of my knowledge all statements contained in this position description are correct.

Employee's Acknowledgement	Job Title	Date
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Supervisor's Acknowledgement	Job Title	Date
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Reviewing Officer's Acknowledgement	Job Title	Date
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