This is a fill-in form. Please click on the appropriate area to enter information. Tab between fields and PRINT when completed.

POSITION DESCRIPTION

IMPORTANT: PLEASE READ INSTRUCTIONS ON PAGES 2 and 3

OSER-DMRS-10 (Rev. 08-2013)
State of Wisconsin
Office of State Employment Relations

1. Position No.	2. Cert / Reclass Request No.	3. Agency No.

4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS
6. CLASSIFICATION TITLE OF POSITION	
7. CLASS TITLE OPTION *(to be filled out by Human Resources Office)*	8. NAME AND CLASS OF FORMER INCUMBENT
9. AGENCY WORKING TITLE OF POSITION	10. NAME & CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS? Yes ☐ No ☐
IF YES, COMPLETE AND ATTACH A SUPERVISOR EXCLUSION ANALYSIS FORM (OSER-DCLR-84).

14. POSITION SUMMARY – PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:

15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION *(Please see sample format and instructions on Page 3.)*

— GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
— WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
— TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES

(Continue on attached sheets)

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION *(See Instructions on Page 2)*

a. The supervision, direction, and review given to the work of this position is ◯ close ◯ limited ◯ general.
b. The statements and time estimates above and on attachments accurately describe the work assigned to the position.
(Please initial and date attachments.)

Signature of first-line supervisor _____ Date _____

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position.
(Please initial and date attachments.)

Signature of employee _____ Date _____

18. Signature of Human Resources Manager _____ Date _____

DISTRIBUTE COPIES OF SIGNED FORM TO:

☐ P-FILE ☐ SUPERVISOR ☐ EMPLOYEE ☐ CERT REQUEST COPY

Print Form Clear Form

PURPOSE OF THIS POSITION DESCRIPTION FORM

Employees and supervisors should be aware of the purpose of the Position Description (PD) before completing the form. The PD is the key document in determining the appropriate classification and FLSA status of a position. It is descriptive of the major goals and worker activities of the position. It is not construed to limit or modify the power of the appointing authority and subordinate supervisors to assign work to employees. However, the appointing authority, subordinate supervisors and employees are responsible for assuring that the work assigned is the work actually performed and that PDs are reasonably current descriptions of the work. It is used as an information source for the development and implementation of an effective recruitment and selection plan if a position becomes vacant. Perhaps most important in the long run, an accurate PD helps the employee know what is expected by clearly defining the work to be performed in relation to the overall goals of the work unit. The PD can also be the basis for identifying training needs and criteria for evaluating performance.

NOTE: The PD is to be filled out by the first-line supervisor or his/her designee. Most of the items are self-explanatory. If you have a question on an item, please contact your agency personnel office. Whenever this PD accompanies a personnel transaction, a current organization chart of the work unit should be included. This chart should show the employees' names, superior-subordinate relationships, classifications and current pay schedules/ranges.

INSTRUCTIONS FOR ITEM 7 (Class Title Option), Item 14 (Position Summary), Item 15 (Goals and Worker Activities), and item 16 (Supervision and Review.

Item 7: **The Class Title Option is to be filled in by the Human Resources Office.** The Class Title Option is not a working title. It is a generic subtitle which has been approved by OSER and is to be used to more specifically identify a position for recruitment, examination and certification or layoff when job analysis has show that the special character and qualifications of the position so necessitate.

Item 14: **Position Summary Statement:** This is a summary of the goals of the position plus additional information that applies to the entire position such as the level of supervision, authority and discretion; the types of contacts; the physical location, or the context (i.e., position in the process flow, formal name and nature of the program, nature of the organization, etc.). (see sample statement on page 3)

Item 15: **DEFINITIONS**

Goals are the expected results of each employee's work. They are the expected accomplishments, product or output that results from the work activities of the employee.

Worker Activities are the specific tasks the employee performs to accomplish the goals. Worker Activity statements describe what a worker actually does.

% Time is the proportion of the employee's total work time spent on a goal or worker activity annually.

INSTRUCTIONS—The steps below should be followed in completing Item 15.

1. List the **goals** of the position in descending order of importance. Each PD will usually contain between two and six goals. Identify each goal by the use of a capital letter as shown on page 3.

2. Under each goal list the **work activities** performed to accomplish sufficient information to make them understandable to a person not familiar with the field of work performed. Avoid indefinite terms such as "handle," "assist," or "process." Generally there will be an average of five worker activities per goal, but there may be as few as two or as many as necessary. Identify each worker activity by the letter of the related goal and the sequential number of worker activity as shown on page 3. If a worker activity relates to more than one goal, the second time it is used you should cross-reference this worker activity by listing the original goal letter and worker activity number (i.e., "A3" in example on page 3) under the goals it relates to.

3. If the position being described is considered to be "confidential," "managerial," or "supervisory" in nature for collective bargaining purposes; you should insure that the goals and worker activities listed explicitly describe this nature of the work.

4. In the % **Time** section, estimate the percentage of time spent working toward each goal annually. The percentages for the goals should add up to 100%. Also, where possible, estimate the percentage of time spent on each worker activity, particularly ones which constitute 10% or more of the total workload. Percentages for worker activities should be based on how much of the total (100%) job is spent on the worker activities and not on how much that worker activity contributes to a single goal.
   (SEE ABBREVIATED SAMPLE ON PAGE 3)

Item 16: Check the box which best describes the type of supervision given this position. *"Close"* supervision implies that the work is performed according to detailed instructions and the supervision is available on short notice. *"Limited"* supervision implies that the incumbent proceeds on his/her own initiative while complying with policies, practices and procedures prescribed by the supervisor. The supervisor generally answers only on the more important phases of the work. *"General"* supervision implies that the work is performed independently. The incumbent seldom refers matters to supervisor except for clarification of policy.

14. **SAMPLE POSITION SUMMARY STATEMENT:**

Supervises five professional staff of the agency human resources (HR) department in the areas of classification, compensation and staffing. Reports to the Chief of the HR Office. This is a medium-sized agency with full delegation of HR functions from the Administrator.

15. **ABBREVIATED SAMPLE:**

20% **Goal A:** Definition of the major goals or accomplishments expected of each employee supervised.

Worker Activity A.1 Define the role of the HR department as a member of the management team, to relate the department to the overall program goals of the agency.

Worker Activity A.2 Assign work to employees supervised to a manner that is consistent with each employee's classification level and abilities to promote efficient achievement of the department's goals.

10% **Worker Activity A.3** Discuss department goals and work assignments with employees to alleviate problems and resolve potential grievances.

35% **Goal B:** Evaluation of the extent to which each employee is attaining the defined level of accomplishment.

10% **Worker Activity B.1** Establish performance standards for each objective of each employee using participative management techniques to judge employee effectiveness.

15% **Worker Activity B.2** Monitor the work of employees supervised to insure productivity standards are maintained.

Worker Activity A.3

Worker Activity B.3 Provide guidance and counseling as necessary to achieve improvement in employee performance.

Knowledge/Skill/Ability (KSA): (Addendum when PD is being developed for recruitment or selection purposes—also helpful for reclassification purposes)

A.1.1 Thorough knowledge of the overall goals of the larger agency within which the functional unit supervised exists.

A.2.1,B.3.1 Skill in assessing the strengths and weaknesses of individual employees.

B.1.1 Ability to apply modern management concepts with particular emphasis on Management By Objectives.

B.2.1 Knowledge of the work problems associated with the functions of the unit and alternative methods for effectively carrying out job duties under a variety of circumstances.