

ODNR POSITION DESCRIPTION PROCEDURE

Effective	November 1, 2011
Purpose	To provide guidelines to be used in writing Position Descriptions, completing required paperwork, and outlining the work flow process.
Authority	ORC Section <u>124.03(B)</u> , <u>124.04 (L)</u> , and <u>124.14(A)</u> OAC Sections <u>123:1-17-15</u> , <u>123:1-17-16</u> and <u>123:1-17-17</u> <u>OCSEA/AFSCME Article 19</u> <u>FOP Article 65</u>
Reference	<u>Position Description Authorization Form (DNR 1226)</u> <u>Position Description Form (ADM 4107)</u> <u>Worker Characteristics</u>
Resource	Office of Human Resources Personnel Services Section

ODNR has a decentralized position description process, which gives responsibility for processing and approving position descriptions to ODNR. Decentralization places the authority to make individual classification decisions with the agency.

All new position descriptions, updated positions, and reclassifications must be approved by the Agency's Appointing Authority as defined under OAC Section 123:1-17-16.

Applicability

The position description is prepared by the division/office to describe the duties of one job, to be carried out by one employee, within this department. The duties described therein are to be specifically tailored to the job as it is to be performed within the department. The job duties represent an individual goal of the job's overall objective.

Components of a Position Description:

1. Agency: Insert the name of the employing agency.
2. Division or Institution: Name of division or employing institution.
3. Unit or Office: Name of work unit or office.
4. Check blocks which are appropriate. Always "X" State Agency; "X" Change unless creating a new position.
5. County of Employment: Name of county where job is located.
6. Usual Working Title of Position: In-house name of job or class title.
7. Position No. and Title of Immediate Supervisor: Position Control Number and official classification of immediate supervisory position to which position will report.
8. Normal Working Hours: Insert beginning and ending time of work shift. Also include any variations to standard shift.
9. Position Control Number: Numerical name of position by employing agency.

10. Class Title: Official state classification title.
11. Class Number: Class number (5 digits) assigned to official state classification title.
12. % (Percent): Insert percentage of time which corresponds to each ranked job duty. Total must equal 100%.
13. Job Duties: Duties are to be combined together and then ranked in descending order of importance/complexity. Such does not mean the duties are to be listed in descending order by percentage of time they are performed.
14. Minimum Acceptable Characteristics: These include the knowledges, skills, and abilities which directly correspond to the duties in each rank. The Minimum Acceptable Characteristics are to be specifically tailored to the duties of each corresponding rank which means they can change for each rank. If a license, certification, registration, or training and development required to remain in a classification is required, it must be shown on the position description at the bottom of this section. In addition, if Position Specific Minimum Qualifications (PSMQs) have been approved, they will appear in this column.
15. Positions Directly Supervised: List Position Numbers and official state class titles of each subordinate civil service employee.
16. Signature of Agency Representative: Signature of appointing authority or designee. (Completed by Office of Human Resources)
17. Date: Date the signature of the appointing authority or designee was affixed. (Completed by Office of Human Resources)
18. Payroll Indicator: Place in the upper right hand corner of PD. Indicate the payroll number and one of the following letters, "R" for a reclassification, "U" for an update, "N" for a newly created position, or "X" for a position control number change. The "X" code can be used in conjunction with a reclassification "R" or an update "U".

Job Specification Information - How to Use the Spec:

Use the classification specification as a guide only. ORC 124.62 and Administrative Rule 123:1-17-16 state clearly that the Appointing Authority has the responsibility to ensure the accuracy of the position description is based on assigned job duties.

Current classification specifications can be found at DAS Classification Specifications. The date that appears in the top "Effective Date" space, indicates the last date that a particular level, within the series, was updated. Each individual class title will also have its own "Effective Date". When new/revised classification specifications are issued, OHR will notify division/offices. It will be the responsibility of the divisions/offices to refer to the DAS Classification Specification website, review changes, and update any PDs resulting from changes.

Prior to utilizing a specification, check the "Major Agencies" space at the top of each specification. If agencies are listed, followed by the word "ONLY", then only those agencies listed can use the classification specification. If the word "ONLY" does not appear, or "All Agencies" are listed, then the specification is open to be utilized by any agency.

Parts of the Specification

1. *Series Purpose:* This section is intended for anyone unfamiliar with the series and serves as an overview. It may contain notes referencing other series to help ensure that the correct one is being used. It may contain a glossary of terms, the definitions of which won't be repeated in the body of the specification, and which apply only to that series.

2. *Class Concept:* The lead in line states the level, starting with work level, the kind of direction received, and the level of knowledge required. Any position description must meet the duty statement in the class concept (starts with the words "in order to") a minimum of 20% of the time to be approved for the class, unless a higher percentage is required.

3. *Job Duties:* This is a full blown view of the work, in decreasing order of complexity, rather than decreasing order of time performed. Rank 1 on the position description has to be comparable for 20% of job time to Rank 1 on the specification. If there is an "i.e." statement in the text, it must be fully satisfied, as it is considered a definition. If a statement of tasks is ended by a comma and followed by the word "or", the statement of tasks before the "or" and whatever follows the "or" are part of the same rank. If the words "and/or" appear, it can include whatever comes before those words, or whatever comes after, or a combination of both.

4. *Major Worker Characteristics:* These may apply to the entire job, not just an individually ranked duty. In writing the position description, the Worker Characteristics must still be noted opposite each individually ranked duty. Worker Characteristics listed may or may not be used on the PD. If characteristics listed on the specification are used, and have an asterisk (*), it must have an asterisk on the PD as well.

5. *Minimum Class Qualifications for Employment:* Any candidate for a position in the class must satisfy all items in an individual option stated in this section, or any group of requirements separated by the word "and". However, if the word "or" separates requirements, only one or the other is necessary. If a license is mandatory for a class, it will show up in all options on the specification. If a license, certification, or registration is required, it must be shown on the position description at the bottom of the Worker Characteristics section, whether for the entire class or for an individual position, and then reference to the licensed, certified, or registered activity must be included in the duty/task statement in order to show job relatedness. Any requirement placed on the position description which is not on the specification (i.e., Position Specific Minimum Qualifications, PSMQs) must be defended by the Appointing Authority.

6. *Training and Development:* This section lists any requirements that assigned personnel must have to remain employed, according to law. If this type of requirement exists for the class or position, this should be noted at the bottom of Worker Characteristics column. Any requirement placed on the position description which is not on the specification must be defended by the Appointing Authority.

7. *Unusual Working Conditions:* If there are any unusual working conditions on the job, information should be worded in the duty/task statement and, if they require additional knowledge, skill or ability, should be noted in the Worker Characteristics.

8. *Collective Bargaining*: Every specification is identified with a bargaining unit. If the position for which the position description is being written is normally bargaining unit, but by virtue of a fiduciary relationship or because of confidentiality is exempt, a statement should be added at the end, "This position is exempt from collective bargaining due to . . . then either the word "confidential" or the word "fiduciary" should be noted, depending on the category it fits. In addition, the confidential or fiduciary nature of the job should be demonstrated in the duty/task statement.

Writing Guidelines

The following guidelines should be followed when writing position descriptions:

1. **Technical Formula: Verb + Object of Verb + Supporting Details.** The verb should always show action. The object of the verb should show what or whom the action impacts or affects. The supporting details should show method/purpose/time frame/equipment used/ etc.
2. Use the available classification specification as a guide in assigning the duties in the proper order and in requesting the appropriate class assignment.
3. All the duties on the specification do not have to be included, except for the class concept, on the position description and additional duties may be added.
4. The duties described are to be listed in descending order of complexity and not listed in rank order based upon the frequency of time each will be performed.
5. Corresponding to each rank listed, there should appear the percentage of time the job duty will be performed and the applicable knowledges, skills and abilities necessary to perform the job duties and tasks.
6. A position description should not be an exact copy of the information listed in the classification specification. However, in the event it is an agency specific classification (e.g., Natural Resources Administrator), it must be written exactly as stated on the classification specification.
7. Avoid long words.
8. Omit articles (a, an, the).
9. Use numbers (9) instead of the word (nine).
10. Use symbols (&, %, #) instead of the word (and, percent, number).
11. Omit the subject (he, the employee, etc.) as it is understood.
12. Use of undefined terms or program initials should be avoided.

13. Use the present active tense (writes, administers, types, etc.).
14. E.g., means for example and is not considered an all inclusive list.
15. I.e., means defined as and is considered complete.
16. E.g., and i.e., statements or lists should always be placed within parentheses.
17. E.g., and i.e., statements or lists should immediately follow the word modified.

Worker Characteristics

Definition: Worker Characteristics are the knowledges, skills and/or abilities necessary for the minimum acceptable performance of any job duty (job rank on a Position Description).

General Information: The Worker Characteristics listed in *italics* and **bold print** are to be selected only if absolutely essential to perform the task in question. For example, a proofreader's job duty is to read written and/or typed manuscripts to identify and correct errors in format, grammar and punctuation. As a result, 32s (Ability to proofread technical materials, recognize errors and make corrections) is essential.

Instructions for Selection of Worker Characteristics: Worker characteristics should be selected for and recorded in the right column entitled Minimum Acceptable Characteristics. They should be specifically related to, and necessary for minimum acceptable performance of each separate job duty (job rank). Please pay close attention as the job relatedness of knowledges, skills and/or abilities can vary from one job rank to another.

Any statutory requirement for current licensure, registration or certification should be recorded at the bottom of Minimum Acceptable Characteristics column.

Minimum Acceptable Characteristics or Worker Characteristics are the knowledges, skills and abilities (KSAs) necessary to perform a job duty. KSAs should be job related. The knowledges and skills learned after employment are to be flagged by placing an asterisk (*) behind the knowledge or skill. Those knowledges and skills which are asterisked should not be used as minimum qualifications at hiring and should not be translated into any qualification used to screen an applicant for the job in question.

Selection of Knowledges

Pay close attention to whether a given knowledge has been split into two subcategories (e.g., 9a Lead Work; 9b Supervision). 9a means an employee will provide work direction and training to others (at lower or equal class levels) and a 9a employee will be in a bargaining unit. 9b means an employee will assign and review work, complete employee performance evaluations, recommend/authorize leave and recommend/initiate disciplinary action for a minimum of two full-time permanent civil service employees and a 9b employee will be exempt.

Knowledges 10, 13b, 14, 18, 19, 20, 21, 22, 23 state (specify) which means to list the number as well as the body of knowledge that directly relates to the duties in question. For example, 18 Engineering - identify if civil, electrical, aeronautical, etc.

If a particular field requires a license or certificate to practice, the specific license/certificate must also be listed. Please insure you use the word "current" before the applicable license/certificate.

Selection of Skills:

A skill is a knowledge which can be physically demonstrated. If a job duty reflects any operation of equipment, the specific piece of equipment being operated should appear in the Minimum Acceptable Characteristics. The same applies when one is involved in a particular skilled trade (e.g., carpentry, masonry, plumbing).

If 25a Typing is listed, be sure to identify 29 and specify the piece of equipment operated.

Listed knowledge 22 Electronic Data Processing in conjunction with 29 Equipment Operation is a must in distinguishing one computer science position from another (e.g., programmer analyst, data base analyst, systems programmer, etc.).

Selection of Abilities:

Reasoning: Select only the highest lettered statement which applies. It is assumed an employee has the ability to do what appears below.

Numerical, Verbal, Clerical and Interpersonal: Select all lettered statements which apply to a given ability.

Physical: Be careful in selecting a physical ability to ensure no artificial discrimination will result. When using 35c indicate maximum weight. The poundage stated should not exceed 100 lbs.

In the event the divisions/offices want to administer an examination to test for the required physical ability, the test must be prior approved by the Office of Human Resources.

Please see complete list of Worker Characteristics linked in Reference section above.

Processing the Position Description

Once the division/office completes the position description, they will submit the following:

Newly Created Positions and Reclassification of Existing Positions:

1. Word file of Position Description (ADM 4107)

2. PDF of Position Description Authorization Form (DNR 1226);

****Please note:** Requests to reclassify filled bargaining unit positions must be coordinated through OHR Labor Relations Section.

Updates and PD Change Forms:

1. Word file of the Position Description (ADM4107), or PD Change Form(DNR 1229);
2. PDF of Position Description Authorization Form (DNR 1226).

This paperwork can be sent directly to the assigned division/office HR Generalist.

If the duties of the position description are accurate, and it is necessary to change the headquarter county, position control number (PCN), or supervisor only, complete only the Position Description Authorization Form (DNR 1226) to implement the changes.

****Please note:** The above original PD paperwork for new, reclassified, and updates should not be attached to any other request submitted to OHR (i.e. posting requests). Please ensure that PDs, and all paperwork associated with PDs, remain separate and be sent directly to the HR Generalist or OBF Analyst, depending on the type of PD.

Once the HR Generalist receives all required paperwork, the PD will be examined for content, and reviewed against classification specification language. Approval of the PD will be completed within seven (7) calendar days from date stamp of OHR. However, if extensive changes are to be completed by the division/office, based upon OHR's review, the seven (7) calendar days timeframe may be lengthened and will be noted in the PD log.

The HR Generalist will sign the Position Description and Position Description Authorization Forms, and return them to the division office. The division/office HR contact is responsible for updating position management in OAKS if applicable. .

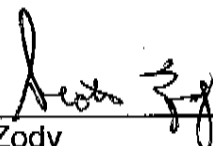
The original Position Description and Position Description Authorization Forms will be retained in the Office of Human Resources. One copy of the approved paperwork will be sent to the appropriate division/office HR Contact.

On Site Reviews (Audits)

To maintain adequate control of the program and to correct any deficiencies, DAS will conduct periodic audits of agency decentralized position description programs. The frequency of these audits is dependent on the volume of transactions processed by the agency, as well as the results of periodic reviews of position description information submitted by the agency.

Action Penalty

If agency established policies and procedures for position description processing are consistently being ignored and/or if problems found by DAS review are not resolved, DAS reserves the right to revoke agency certification and return the agency to the previous process of DAS approval of position descriptions.

Office of the Director:	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
	<u>9/30/11</u>	
Scott Zody	Date	