

Department of Corrections

UNCLASSIFIED POSITION DESCRIPTION QUESTIONNAIRE

Part 1 - GENERAL INFORMATION

Name and Employee Identification Number of Employee Occupying the Position or if Position is not Occupied, Indicate Whether Position is New or Vacant	Current Official Job Title (Do not use "working" title)	
Facility/Unit	Current Date	PIN:
Name and Work Telephone of Appointing Authority or Designee Completing this Form	Job Title of Appointing Authority or Designee Completing this Form	

- Attachments required:
1. Organizational Chart identifying position (highlighted or circled).
 2. Unsourced performance appraisal accountability statements for all occupied positions.

Part 2 - DESCRIPTION OF DUTIES PERFORMED

- A.** Briefly, what is the basic purpose of the position?
-
-
-
- B.** List the five to ten primary functions of the position. Describe these duties so specifically that they will be clear to someone who is not familiar with the work. Please estimate the percentage of time spent performing each duty. The total of the percentages should equal 100%. If supervisory duties are assigned, be sure to describe those duties in detail as well. Please rank the duties in order of importance (most important first).

Percentage of Time Spent	Duty Statements

