

DUTY STATEMENT

Civil Service Classification:	
Working Title:	Position Number:
Unit:	COI Classification <input type="checkbox"/> Yes <input type="checkbox"/> No
Section:	Telework Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No
Branch:	Maximum Number of Telework Days:
Division:	Bilingual Fluency (Specify language):
Program:	
<div></div> <p>This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance and conduct.</p> <div></div>	
Job Summary: <div></div>	
Supervision Received: <div><div><input type="checkbox"/> Under close supervision</div><div><input type="checkbox"/> Under supervision</div><div><input type="checkbox"/> Under general supervision</div></div> <div><div><input type="checkbox"/> Under direction</div><div><input type="checkbox"/> Under general direction</div><div><input type="checkbox"/> Under administrative direction</div></div> <div>Of the (enter supervisor classification):</div>	
Supervision Exercised: <div><div><input type="checkbox"/> Multi-disciplinary Staff (Check all that apply)</div><div><input type="checkbox"/> Non-Supervisory Classification / None</div></div> <div><div><input type="checkbox"/> Clerical Staff</div><div><input type="checkbox"/> Professional Staff</div></div> <div><div><input type="checkbox"/> Analytical Staff</div><div><input type="checkbox"/> Supervisory Staff</div></div> <div><div><input type="checkbox"/> Technical Staff</div><div><input type="checkbox"/> Managerial Staff</div></div>	
<p><i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>	

Description of Duties:	
Percent of Time	Essential Functions

Percent of Time	Essential Functions

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Special Requirements:

- | | |
|--|--|
| <input type="checkbox"/> Medical Evaluation/Clearance | <input type="checkbox"/> Background Check/Fingerprinting Clearance |
| <input type="checkbox"/> Typing Certificate | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Valid CA License (Please Specify Type): | |

Desirable Qualifications:**Working Conditions (Check all that apply):**

Prolonged Periods of:

- | | |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Bending | <input type="checkbox"/> Sitting |
| <input type="checkbox"/> Kneeling | <input type="checkbox"/> Standing |

Requires Lifting of Heavy Objects up to:

Travel May be Required:

- | | |
|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Occasional | <input type="checkbox"/> Over Night |
| <input type="checkbox"/> Call Center | |

Acknowledgements:**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement as of _____.**Employee Acknowledgement:** I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Print Employee's Name	Employee's Signature	Date Signed

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Print Supervisor's Name	Supervisor's Signature	Date Signed

INSTRUCTIONS

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

- Civil Service Classification Title:** Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.
- Working Title:** Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. i.e., Personnel Liaison, Contracts Analyst, etc.
- Unit, Section, Branch, Division, and Program:** Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.
- Position Number:** Enter the agency, unit, class code, and serial number of the vacant position being filled.
- COI Classification:** Check 'yes' if this position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.
- Check 'no' if this position is not designated under the Conflict of Interest Code.
- Telework Eligible:** Check 'yes' if this position is eligible for a telework schedule. Be sure to indicate the maximum number of telework days allowable for the position in the field below.
- Check 'no' if this position is not eligible for a telework schedule.
- Maximum Number of Telework Days:** Enter the maximum number of telework days allowable for this position.
- Bilingual Fluency:** Specify the language for which the position is bilingual certified.
- Job Summary:** Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.
- Supervision Received:** Check the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications, and see the descriptions below to help determine the type of supervision this position receives.
- Under close supervision:** Used for entry-level classes in which employee is learning the duties of the class as a trainee or apprentice.
- Under supervision:** The positions in the class are subject to continuous and direct control.
- Under general supervision:** The positions in such a class are subject to a minimum of continuous and direct control.
- Under direction:** Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journey person or fully qualified worker.

Supervision Received
(Continued)

Under general direction: Usually refers to classes on the division level which receive administrative direction. The guidance is usually set forth in legislation and general rules of the organization.

Under administrative direction: This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.

Supervision Exercised: Check the classification type(s) supervised by this position. If it is a non-supervisory position, check Non-Supervisory Classification / None.

Description of Duties: Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%.

Essential Functions: Assess whether the performance of a function is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic, necessary and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'.

Marginal Functions: Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions and they make-up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.

Special Requirements: Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.

Desirable Qualifications: Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.

Working Conditions: Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.

Human Resources Acknowledgement: Completed by Human Resources Division to indicate the last date of review.

Employee Acknowledgement: Sign the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.

Supervisor Acknowledgement: Sign the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee.

Once signatures are obtained, make 2 copies and place a copy in the supervisor's drop file and provide one to the employee. Send the original to HRD to file in the employee's Official Personnel File (OPF).