

Title:	Preparing and Processing Position Descriptions	
Purpose:	To provide guidelines for the proper preparation of position descriptions and processing the position descriptions via electronic workflow (eforms).	
Issued by:	Classification and Pay	Date: February 15, 2005
References:	Technical Assistance Manual for the Americans with Disabilities Act (ADA, Chapter II, Who is protected by the ADA? (Equal Employment Opportunity Commission, January 1992); Act 253, SLH 2000, Public Employment Reform Law; CS Circular 433 (4-28-61), 1013 (3-24-75), 1150 (2-2-78), 1280 (4-81), 7-92 (5-21-92) and 1-02 (5-3-02);	

I. PURPOSE AND USES OF POSITION DESCRIPTIONS

Clear, concise, accurate and complete position descriptions (PDs) are a vital and necessary part of any effective personnel management program. The advent of Act 253, SLH 2000, the Public Employment Reform Law, further requires that the nature, content, and use of PDs be known and understood by employees, supervisors, and management alike.

- A. As the official document describing the authorized duties and responsibilities of a position, the position description (PD) forms the basis for determining the proper classification, bargaining unit assignment, and compensation levels of positions. Information contained therein is also used to develop examinations, orient new employees and carry out other personnel activities.
- B. As a management tool, PDs are essential to management decisions affecting organizational planning; the structuring of position relationships and the delegation of responsibilities to meet operational objectives; and to other processes such as performance evaluations, employee selection, and budgeting. Under Act 253, the employee's current job description and job-related performance requirements are part of the performance appraisal process. For additional information regarding the performance appraisal process, see Chapter VI-1, Performance Evaluation Policy; Guidelines for Employee Performance Evaluation.
- C. The Americans with Disabilities Act (ADA) prohibits employment discrimination against qualified individuals with disabilities who are able to perform the essential functions of a job with or without reasonable accommodation. Pursuant to the ADA, the PD serves to identify the essential functions of the job qualified individuals with disabilities must perform with or without reasonable accommodation. Identifying the essential functions is critical to the determination of whether or not qualified individuals with disabilities are able to perform the duties of the position.
- D. The PD assists in identifying those employees who may be exempted from the Fair Labor Standards Act (FLSA) overtime provisions. For additional information regarding the FLSA and reporting requirements, see Chapter IV-7, Fair Labor Standards Act (FLSA) Overtime Exemptions.
- E. The PD serves to identify those positions that have access to, carry, and/or possess a firearm and ammunition. These positions are referred to as "Lautenberg

positions.” Employees assigned to Lautenberg positions must comply with the provisions of the September 30, 1996 amendment known as the Lautenberg Amendment to the Federal Gun Control Act of 1968 (FGCA). In addition, the amendment prohibits the City from allowing any person(s) convicted of a misdemeanor or felony crime of domestic violence to have access to, carry, and/or possess a firearm and ammunition as part of their job duties. For additional information regarding the Lautenberg Amendment, see Chapter XIV-3, Lautenberg Amendment to Federal Gun Control Act.

II. DEFINITIONS

“Class” means a group of positions sufficiently similar in duties, responsibilities and authority to be given the same class title; and the same pay range or grade. A class may consist of only one or many positions.

“Class specification” means a written summarization delineating the essential characteristics of a class. It is the official document providing a formalized summary of the nature and scope of duties and responsibilities of a class. Class specifications are prepared by the Department of Human Resources (DHR) and have citywide applicability.

“Duty statement” means one or more sentences that describe the duties and responsibilities assigned a position by explaining the work activity or group of activities. Duty statements begin with an action verb and explain:

- WHAT work is done
- HOW it is done
- WHY it is done

“Essential functions” as defined by the ADA, means the fundamental job duties of a position that an employee must be able to perform with or without reasonable accommodation. Essential functions do not include marginal duties of the position. To determine whether a duty or responsibility is considered essential, refer to Section VI, below.

“Position” means a set of current duties and responsibilities assigned or delegated by an appointing authority (department/agency head) or his/her authorized representative. A position may be full or part-time, and may be occupied or vacant, permanent or temporary.

“Position description” (PD) means a written description of the major duties, responsibilities, and other requirements regularly assigned to a specific position. PDs are prepared at the department or agency level.

“Primary duty” as defined by the FLSA, means the principal, main, major or most important duty that the employee performs. The primary duty is one which occupies a significant portion of time and which serves to identify the nature of work assigned. The primary duty generally reflects the primary function of the position (e.g., supervisor or manager), and often encompasses a group of duties rather than a single duty or responsibility.

“Reasonable accommodation” means any modification or adjustment to:

1. The job application process that enables a qualified individual with a disability to be considered for the position;
2. The work environment, or to the manner or circumstances under which the job is customarily performed, that enables a qualified individual with a disability to perform the essential functions of the job; and/or
3. Enable an employee with a disability to enjoy the same benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities.

III. **GENERAL INFORMATION**

- A. As PDs are utilized for a variety of purposes as described in section I above, they should be kept current, accurate, and complete.
- B. PDs are considered official only when properly executed and filed with the Department of Human Resources (DHR).
- C. The official PDs are maintained in hard-copy format and are also stored electronically in a PD Repository by the DHR for access by the departments. Specific instructions in accessing and retrieving the PDs are pursuant to procedures established by the Department of Information and Technology.
- D. The official PDs on file, regardless of format, are considered current for all personnel matters unless revised descriptions are submitted by the departments and agencies.
- E. The person writing the PD must know what the regularly assigned and sanctioned duties and responsibilities of the position are, and why he/she is writing a PD. Typically, the immediate supervisor, division head or some other responsible person intimately familiar with the assignments to be made to the position, prepares the PDs.
- F. PDs may contain a wide range of duties and responsibilities from the essential duties of the job to the marginal and incidental duties. Under the ADA, it is important to distinguish the essential from the non-essential duties of the job as well as to substantiate the reasons why the function is considered essential.
- G. PDs reflect the primary duty/duties assigned an employee, which determine(s) whether employees may be exempted from FLSA overtime provisions.
- H. Standardized, “Canned” or “Master” PDs should not be utilized unless there is actually very little difference between one position and the next, for example, all laborers performing the same work in a particular road maintenance crew. A “Canned” PD is a position description that is identical to other position descriptions utilized by a department for positions in the same class. A “Master” PD is a single position description that represents multiple positions and is approved for use by DHR in lieu of individual position descriptions.
- I. PDs should be reviewed and revised as necessary upon position vacancy, prior to recruitment efforts, prior to performance evaluations, and when existing descriptions are no longer accurate.

- J. Under ADA, PDs prepared prior to advertising and interviewing are considered evidence of essential functions. Similarly, existing PDs may be used against an employer if a job has changed and the description no longer matches.
- K. In determining whether a PD should be revised, consider factors such as, but not limited to:
 - 1. Are the duties and responsibilities still current and accurate?
 - 2. Are the essential functions and primary duties of the position clearly described and identified?
 - 3. Are the duty statements written so broadly that certain work components are unclear or hidden?
 - 4. Do the duty statements clearly reflect the activities involved in the accomplishment of the essential functions of the position?
 - 5. Are the ADA identifiers still accurate?
 - 6. Do the duties and responsibilities assigned the position support continued FLSA exemption?
 - 7. Is the work now performed in a different manner or not performed at all?
 - 8. Are there obsolete functions, processes, procedures, or equipment contained in the PD?
 - 9. Are other tasks important to the job not included (particularly, if standardized or "canned" PDs have been utilized)?
 - 10. Are the percentages of time still accurate?
- L. For occupied positions, it is essential that the reported duties are of a permanent and recurring nature and that the incumbent is already performing as described. Since employees are compensated for work performed, PDs which do not reflect actual performance by the incumbent will be returned by the DHR with the condition that resubmittal can be initiated when projected duties become firm and are being carried out in fact.
- M. Positions that have access to, or are required to carry or possess firearms and ammunition are referred to as "Lautenberg positions." These positions require applicants and employees to be screened for and self-report crimes of domestic violence. As such, the duties and responsibilities must substantiate the need to have access to, handle, carry or use firearms and/or ammunition. In addition, the PD must identify the firearms and/or ammunition in the "Equipment and tools regularly operated or used" and appropriate language added to the "Special work requirements" sections of the PD.

IV. RESPONSIBILITIES

A. Departments and Agencies

- 1. Determine, assign and reassign the duties and responsibilities for each position consistent with the official approved organization chart.
- 2. Ensure that PDs are kept current, accurate and maintained in accordance with this guideline and various laws, rules and regulations.

3. Ensure that employees are informed whenever organizational and functional changes are made which affect the employees' work assignments and which, in turn, affect their PDs.
4. Determine, identify, and justify the essential functions, as outlined by the ADA, of the positions assigned to their organization.
5. Determine, identify, and justify whether positions/employees qualify for exemption from the FLSA overtime provisions, pursuant to the law and as outlined in Chapter IV-7, Fair Labor Standards Act Overtime Exemptions.
6. Determine and identify positions affected by the Lautenberg Amendment, as outlined in Chapter XIV-3, Lautenberg Amendment to Federal Gun Control Act. Complies with the notification and screening provisions as outlined in the guideline.
7. Conduct final review and approve the PD for completeness, accuracy, proper emphasis, conformance to the assignment of duties and responsibilities, and for other factual information requested on the form prior to submittal to the DHR. Proper and timely classification review may not be possible if all pertinent information, as requested on the form, is not provided, or if incomplete.
8. Submit PDs for final review and classification action by the DHR, via eforms and through established channels, and ensures that appropriate justification and supporting documents are attached.
9. Provide copies of the official PD and Notice of Personnel Action or letter to the employee, upon completion of the DHR review. In addition, notifies employees exempted from FLSA overtime of their status.
10. Review and discuss the duties and responsibilities assigned and job-related performance requirements with the employee in conformance with Chapter VI-1, Performance Evaluation Policy; Guidelines for Employee Performance Evaluation.
11. Control and authorize access to departmental folder in the PD Repository.

B. Department of Human Resources (DHR)

1. Review and classify the duties and responsibilities listed in the PD. If a class to which the position may be classified does not exist, a new class may be established, or an existing class may be amended.
2. Determine bargaining unit assignment and obtains union concurrence for positions that are excludable from the bargaining unit in accordance with applicable laws. If union concurrence is not received, determines proper course of action.
3. Upon taking classification action, attach an electronic copy (.pdf file) of the official PD, along with a "Notice of Personnel Action" and any other applicable documents.

4. Maintain official PDs and PD repository. Control and authorize access to PD repository.
5. Enter and update position information in the Computerized Human Resources System (CHRMS).
6. Provide information, advice and assistance on procedural requirements such as but not limited to, proper completion of forms, routing of necessary documents, effective dates, and similar matters.
7. Provide information, advice and assistance relating to the implementation and classification impact of new programs and/or proposals, such as but not limited to describing positions; analyzing alternate position structures in response to management needs; existing or potential problems, skill utilization and effect on employee morale; advising and recommending appropriate courses of action, etc.

V. DESCRIBING DUTIES AND RESPONSIBILITIES

- A. Utilize duty statements to describe the duties and responsibilities assigned the position. These duty statements explain the “what”, “how” and “why” of the duties and responsibilities assigned the position. As such, they should be clearly but concisely written, using specific language. Duty statements typically begin with a verb.
- B. Include in the PD, only those duties and responsibilities that are a regular part of the work assigned the position.
- C. Stick to statements of fact, using any task lists, class specifications, and other references only as guides. Use examples as necessary to illustrate duties.
- D. Clarify general terms such as “checks”, “assists”, and “handles” by exact statements of what is done, and when, how and why it is done.
- E. Describe the essential functions and primary duties performed or to be performed in the case of a new or vacant position.
- F. Indicate, the environmental, physical and mental demands, hazards, and/or unusual isolation involved in performing the assigned duties and responsibilities in accordance with the ADA. It is recommended that these factors be either incorporated directly into the duty statements or be noted directly after each duty statement. Alternatively if these factors encompass the job as a whole and apply to a number of duty statements, they may be noted in the “Special Work Requirements” section.
- G. Describe and provide reason for tasks that are performed infrequently, intermittently, or on a relief or special assignment basis, provided they are essential functions of the job. Minor or non-essential tasks performed infrequently need not be described.

- H. Reflect in the PD, the duties and responsibilities that support exemption from the FLSA overtime provisions. These duties and responsibilities must be clearly stated, substantiated and consistent with the level and scope of the position.

For example: For the Executive exemption test to be met, the employee must manage an enterprise or recognized department or subdivision. The PD must reflect and adequately describe managerial duties and responsibilities to support the claimed exemption.

- I. Clearly state and substantiate the duties and responsibilities that are required for a position to have access to, handle, carry or use firearms and/or ammunition. These duties and responsibilities must be consistent with the overall function of the position.

For example: (1) carries and uses a rifle and ammunition in the course of assisting in animal escapes or emergencies, or (2) in the absence of the Clerk, issues ammunition to authorized employees.

VI. **DETERMINING ESSENTIAL FUNCTIONS**

A. Identifying the essential functions of a job

An analysis of the functions of the position, and each of the duties and responsibilities assigned is required. Factors to be considered:

1. Employees in the positions are actually required to perform the function.

For example: A job announcement or job description for a secretary or receptionist may state that typing is a function of the job. If, in fact, the employer has never or seldom required an employee in that position to type, this could not be considered an essential function.

2. Removing the function would fundamentally change the job.
3. The amount of time spent performing the function.

For example: If an employee spends most or a majority of the time operating one machine, this would be evidence that operating this machine was an essential function.

4. The consequences of not requiring a person in this job to perform a function. Sometimes a function that is performed infrequently may be essential because there will be serious consequences if it is not performed.

For example: A clerical worker may spend only a few minutes a day answering the telephones, but this could be an essential function if no one else is available to answer the phones and calls from the public would go unanswered.

5. The nature of the work operation and the employer's organizational structure.

For example: An employer may structure production operations to be carried out by a “team” of workers. Each worker performs a different function, but every worker is required, on a rotating basis, to perform each different function. In this situation, all of the functions may be considered to be essential for the job, rather than the function that any one worker performs at a particular time.

B. Reasons why a function could be considered essential (ADA indicators)

1. The position exists to perform the function.

For example:

- A person is hired to transcribe documents. The ability to transcribe accurately is an essential function, because this is the reason that this position exists.
- A department has a position for a “floating” supervisor to substitute when regular supervisors on the day, night, and graveyard shifts are absent. The only reason this position exists is to have someone who can work on any of the three shifts in place of an absent supervisor. Therefore, the ability to work at any time of the day is an essential function of the job.

2. There are a limited number of other employees available to perform the function, or among whom the function can be distributed. This may be a factor because there are only a few other employees, or because of fluctuating demands of an agency's operation.

For example: It may be an essential function for a clerk to answer the telephone if there are only three employees in a very busy office and each employee has to perform many different tasks. Or, an agency with a large workforce may have periods of very heavy labor-intensive activity alternating with less active periods. The heavy workflow during peak periods may make performance of each function essential, and limit an employer's flexibility to reassign a particular function.

3. A function is highly specialized, and a person in the position is hired for special expertise or ability to perform it.

For example: A laboratory technician position is assigned to collect water samples to test for effluent levels at various ocean depths. In addition to laboratory experience, it requires a person with SCUBA diving skills and expertise. The ability to SCUBA dive is an essential function of the job.

C. Additional considerations

1. Focus on the purpose of the function and the result to be accomplished, rather than the manner in which the function presently is performed. Although it may be essential that a function be performed, frequently it is not essential that it be performed in a particular way.

For example: In a job requiring the use of a computer, the essential function is the ability to access, input, and retrieve information from the computer. It is not “essential” that a person in this job enter information manually, or visually read the information on the computer screen. Adaptive devices or computer software can enable a person without arms or a person with impaired vision to perform the essential functions of the job.

2. For a PD to serve as evidence of essential functions, the job description must be prepared before advertising or interviewing for a job; a job description prepared after an alleged discriminatory action will not be considered as evidence.
3. The ADA does not limit an employer's ability to establish or change the content, nature, or functions of a job. The ADA simply requires that the qualifications of a qualified individual with a disability be evaluated in relation to the position's essential functions.

VII. **COMPLETING THE PD FORM**

A. **Accessing the PD form (CS 55e)**

1. The PD form is a Microsoft Word document, which can be accessed directly from the City's intranet.
 - a) In the “Forms” section of the web page, click on “Department of Human Resources Forms (DHR)”. Then click on “Position Description (PD) Form”.
 - b) Brief instructions on completing the PD Form are also accessible through the same DHR intranet website. Click on “PD Form Instructions”.

Note: It is highly recommended that the PD form be accessed each time a PD is to be written or revised. Updated versions of the PD form may be periodically posted without notice.

2. The PD form can also be accessed directly from two Budget and Fiscal Department eforms, the BF129, Request to Fill and Reallocate and BF130, Request to Create and Fill.
3. Employees who are unable to directly access the City's intranet system should obtain a copy of the form file on disc or via e-mail from their respective personnel and/or administrative office.

B. **Completing the PD form**

To navigate around the PD form,

- Press TAB to move forward to the next portion of the document.
- Press SHIFT-TAB to move backward through the document.
- Use the mouse to navigate to the appropriate box.

1. Position Number:
 - a) For existing positions, enter the present position number.

- b) For new positions, leave blank.
- 2. Present Class:
 - a) For existing positions, indicate the present class or job title of the position.
 - b) For new positions, leave blank.
- 3. Department:
 - a) Enter the name of the department. Do not use the three-letter abbreviation (e.g., Dept. of Environmental Services or Environmental Services, not ENV)
- 4. Present Pay Range:
 - a) For existing positions, indicate the present or existing pay range (or pay grade) of the position.
 - b) For new positions, leave blank.
- 5. Division:
 - a) Enter the name of the division the position is assigned to.
Note: This should correspond to the department's official approved organization chart.
 - b) If a revised PD is being submitted in conjunction with a reorganization, enter the name of the division the position will be assigned to (i.e., new division)
- 6. Present Class Code:
 - a) For existing positions, indicate the class code for the present class.
 - b) For new positions, leave blank.

Note: The class code can be found in the City's Compensation Plan. The Personnel and/or Administrative Office of each department should have a copy of the Compensation Plan or it can be accessed via the:

- 1) City's intranet - In the "References" section of the web page, click on "Personnel Class Specifications". You will be directed to the DHR's Classification and Compensation Plan internet website.
- 2) DHR internet website at www.honolulu.gov/hrjobclass/index3.htm.

Use the search functions on the left side of the website to locate the proper class title and class code.

- 7. Branch:
 - a) Enter the applicable branch name as reflected in the department's official approved organization chart.
 - b) If a revised PD is being submitted in conjunction with a reorganization, enter the name of the branch the position will be assigned to (i.e., new branch).

8. Position Status:
 - a) For permanent positions, press TAB to skip. The default status is “permanent”.
 - b) For temporary positions, click on the down arrow. With your mouse, highlight and click on “temporary”.
 - c) Place an “X” in the appropriate box to indicate whether the position is full-time (F/T) or part time (P/T).
 - d) For part-time positions only, enter the number of hours the position is authorized to work. (For full-time positions, skip by pressing TAB.)
9. Section:
 - a) Enter the applicable section name as reflected in the department’s official approved organization chart.
 - b) The work unit the position is assigned to may also be indicated here.
 - c) If a revised PD is being submitted in conjunction with a reorganization, enter the name of the section the position will be assigned to (i.e., new section). Same for work unit.
10. Work Location:
 - a) Enter the work site of the position. (e.g., 3rd floor, Honolulu Municipal Building”) Be specific.
 - b) If a revised PD is being submitted in conjunction with a reorganization or to reflect a new work location, enter the work location this position will be assigned to (i.e., new work location).
11. Immediate Supervisor:
 - a) Indicate the position number(s), class title(s) and pay range(s) of the immediate supervisor.
 - b) For multiple supervisors, separate the position numbers by using the ENTER key, then TAB to the Class Title and Pay Range box and enter the class titles and pay ranges, separated by the ENTER key, in the same order as the position numbers.
12. Subordinates:
 - a) Indicate the position number(s), class title(s) and pay range(s) of subordinates directly supervised.
 - 1) True supervision involves assigning and reviewing the work of others, with the authority to get the job done and to reject unsatisfactory work.
 - 2) The duties pertaining to supervision should be incorporated as part of, and described in, the duties and responsibilities section of the PD.
 - b) For multiple subordinates, separate the position numbers by using the ENTER key, then TAB to the Class Title and Pay Range box and enter the

class titles and pay ranges, separated by the ENTER key, in the same order as the position numbers.

- c) Do not include personal services contracts as subordinates (e.g., CS-C1s).
 - d) If the position has no supervisory responsibilities, indicate "none".
13. Licenses or Certificates Required To Perform the Essential Functions of the Position:
- a) Include only those licenses or certificates required to perform the duties assigned. These refer to licenses, certificates and the like, which are legal requirements and/or which suggest a certain level of competency (e.g., registration as a professional engineer, Red Cross Advanced Lifesaving certificate, etc.)
 - b) Accurately describe the required licenses or certificates.
For example: Simply stating "drivers license" is insufficient. The type of drivers license (e.g., Type 3, CDL, etc.) must be noted.
 - c) Do not include those licenses or certificates that are preferred or desired for administrative or operational convenience unless so noted.
 - d) The duties and responsibilities assigned the position must substantiate the required licenses or certificates.
For example: If a position does not require the employee to drive a truck with a GVW over 26,001 lbs, then a CDL license cannot be required.
 - e) Indicate "none", if not applicable.
14. Equipment or Tools Regularly Operated or Used:
- a) List only those equipment or tools that are operated or used in the normal course of work (i.e., regular or recurring basis), which require some degree of manipulative, operative or other skill, or special knowledge and abilities.
 - b) Equipment or tools that are used intermittently should not be noted, except those which substantiate the need for a license or certificate or are required to perform an essential function.
 - c) For trucks operated, provide the GVW, TARE weight and license number of the vehicle(s) operated.
 - d) Certain office equipment (e.g., telephones, calculators, copiers) need not be individually listed and can be indicated as "general office equipment" provided that the referenced equipment is commonly used by most offices.
 - e) For Lautenberg positions, include a description of the firearm(s) and/or ammunition the position is required to have access to, carry and/or possess (e.g., 9mm handgun and ammunition.)
 - f) Indicate "none", if not applicable.

15. Special Work Requirements:
 - a) Enter any special work requirements that the position is subject to, such as working on-call, rotating and/or night shifts, requires the use of a personal vehicle.
 - b) For Lautenberg positions, include a general statement identifying it as such.
For example: Must be qualified to possess, carry and/or have access to firearms and ammunition in accordance with applicable state and federal laws.
 - c) Indicate “none” if not applicable.
16. Description of Duties and Responsibilities:
 - a) General Summary:
This is a general statement describing the overall purpose and objective of the position.
 - b) Duty Number:
Enter the duty number, beginning with the number one (1). Each duty statement should use a separate line.
 - c) Description of Duties and Responsibilities:
 - 1) Provide a brief, yet specific description of the duties and responsibilities assigned, utilizing duty statements
 - 2) List the duty statements in logical order (e.g., - importance, work sequence, frequency, etc.), which promotes clarity.
 - 3) Duty statements may be combined to describe related tasks or details.
 - 4) If the work is cyclical or varies at specific times, group duties together according to such periods. Provide complete work assignments over a long enough period of time to enable picturing the job as a whole.
 - 5) As it may not always be possible to describe all tasks that may be assigned the position, a final duty statement, such as “Performs other related duties as assigned” may be utilized.
 - d) Percentage of Time:
Indicate the percentage of time spent in the performance of each duty statement. The percentage of time for all duty statements should equal to 100%. A percentage of time is not required for infrequent or intermittent duties and responsibilities.
 - e) ADA Indicators:
Identify tasks which are essential functions by annotating the appropriate ADA indicator(s). Non-essential or marginal tasks need not be noted.

The ADA indicators are:
 - (1) The performance of this function is the reason that the job exists.

- (2) The number of other employees available to perform this function is limited.
- (3) This function is highly specialized and employee is hired for special expertise or ability to perform this function.

Note: ADA indicator (3) should be used only if the specialized license, certificate, knowledge, skill, ability, etc., is not recognized in the applicable class specification.

C. Saving the PD form

PDs should be saved to a personal computer, floppy disk or local server. Do NOT save PDs to the City's internal or intranet site.

To save a PD:

1. On the File menu, click "Save As".
2. In the "Save In" box, enter the name of the folder where you want to save your PD (e.g., "My Documents", "A-drive").
3. In the "File Name" box, enter the name of the document. The name of the document is the position number followed by the date in parenthesis. The official PDs will be stored electronically, so the dates will distinguish the most recent version.

For example: CS 911 (04-11) or CS 911 (04-11-21).

For NEW positions, the name of the document should be the department's three-letter abbreviation, the work NEW, a unique number, followed by the date in parenthesis.

For example: DHR-NEW-01 (04-03-13)

4. The "Save as Type" box should show "Word Document". If not, click on the down arrow, then highlight and click "Word Document".
5. Click Save.

D. Completion and review

1. The completed PD should be reviewed for the following:
 - a) Are the statements of assigned duties and responsibilities accurate, brief, clear, and complete?
 - b) Are the so-called "what - when - how - why" of the position emphasized and adequately covered?
 - c) Is the PD organized logically and arranged so that the important factors stand out?

- d) Have the essential functions of the job been included and adequately described? Are the duty statements in need of revision to clearly reflect the activities involved in their accomplishment? Have the environmental, physical, mental demands been clearly depicted and substantiated?
 - e) Have the appropriate ADA indicators been noted for each of the essential functions?
 - f) Do the duties and responsibilities warrant coverage or exemption under FLSA? Does the position's FLSA designation require reporting a change to its FLSA coverage to DHR?
 - g) For Lautenberg positions, has the proper documentation been provided? Does the need to have access to, carry, and/or possess a firearm and ammunition been clearly reflected in the duties and responsibilities? Has the information also been noted in the Special Work Requirements and Equipment/Tools utilized sections of the PD?
 - h) Is the percentage of work time noted? Does it add up to 100%?
 - i) Is the position properly reflected within the official authorized organizational structure?
2. The immediate supervisor or other person of authority should review the PD to ensure that all facts of the job have been covered, and that the description is accurate and complete. The PD should then be forwarded, via the City's eforms (electronic forms) system and through appropriate channels, to the personnel or administrative officer of the department or agency.
 3. The personnel or administrative officer of the department shall conduct a final review of the PD and complete or review other appropriate documents (e.g., organization charts, consultation or justification letters, FLSA determination reports, etc.) as necessary, prior to transmittal via eforms through appropriate channels, to the DHR.

VIII. SUBMITTING POSITION DESCRIPTIONS FOR REVIEW

A. Forms

1. The following eforms, which are accessible through the City's intranet, must be utilized for processing PDs:
 - a) BF129, Request to Fill and Reallocate – To submit revised PDs and to request reallocations of existing positions.
 - b) BF130, Request to Create and Fill – To submit an initial PD in conjunction with creating a new position.

2. The BF129/130 form requests must be completely filled out, in detail and fully justified. Forms that are incomplete, inaccurate or without justification will be returned to the department.
 - a) PD(s) and official approved organization charts as applicable must be attached to the BF129/130 form.
 - i) If a master PD is already in file with the DHR, an electronic copy of the PD need not be attached unless departments plan on updating it. Note master PDs in Block C, Provide other pertinent information: "Master PD dated _____ is on file with DHR."
 - ii) If a revised PD is being submitted in conjunction with a reorganization, a copy of the existing and proposed organization charts must be attached. A copy of the letter from the applicable union indicating the consultation has been concluded should also be attached.
 - b) Departments requesting selective certification of eligibles for filling of their vacancy must attach the Request for Selective Certification to the BF129/130 eform. Additional information regarding selective certification of eligibles is provided in Chapter IV-6, Establishment of Selective Certification Requirements.
 - c) Departments reporting changes in FLSA overtime exemption determinations must attach the appropriate reporting form in accordance with procedures outlined in Chapter IV-7, Fair Labor Standards Act (FLSA) Overtime Exemptions.

B. Minimum Qualification Requirements

Prior to submitting requests to reallocate a position, departments shall determine whether the affected employee meets the minimum qualification requirements (MQR) of the requested position/class.

1. Departments must certify that the employee meets the MQR of the requested position/class by checking the appropriate box on the BF129 eform.
 - a) For new classes, since the MQR will not be known at the time the request is submitted, departments need not check the certification box.
 - b) Upon receipt of the draft specification for the new class, departments must review and certify that the affected employee meets the MQR established for the new class. Departments shall note their certification by checking the certification box.
 - c) Lack of certification that the employee meets the MQR by checking the certification box will result in the return of the request to the department.
2. Questions regarding whether an employee meets the MQR of the requested position/class should be addressed to the DHR's Examination Branch. The DHR Examination Branch may conduct random reviews or spot checks as deemed necessary.

C. Effective Date of Action

1. The effective date of reallocation is based on Civil Service Rule 4.6. For eforms, the “date the request for reallocation was filed with the director or director’s designee” shall be the date the request was received by the Department of Budget & Fiscal Services’ (BFS) mailbox. For requests that do not require BFS review, the effective date of reallocation will be based on the date the request was received by the Classification and Pay Division (C&P) mailbox.
2. The effective date may be impacted for requests that are returned to the departments for additional information, justification or changes in the PD(s). Requests returned to DHR within the designated time frame indicated will retain the original effective date. Requests that are not returned within the designated time frame will be closed. Departments will need to resubmit their requests, which may impact the effective date of action.

E. Submitting Multiple Requests

1. Up to five (5) positions can be included in one BF129/130 eform, provided all positions reflect the same existing class, requested class and effective date.
2. Departments may submit one eform for more than five (5) requests, provided the requests are all the same.
 - a) List the first five (5) positions on the eform, then attach a listing of the remaining position numbers to the eform.
 - b) Note the attached listing of positions in Block C, Provide other pertinent information: “See attached listing of additional positions.”
 - c) Prior to processing requests in this manner, departments should first obtain approval from their Fiscal Officer and Budget Analyst.
 - d) There is no search capability via eforms for positions noted on attached listings.

F. Separating Multiple Requests

Multiple requests may be separated by DHR for good reason (e.g., problem in processing one of five positions, different effective date, one employee does not meet MQRs, etc.). The separated request may be resubmitted directly to DHR. Note in Block C of the eform:

“Resubmitted request. Initial BF129 form approved by Budget/MD on _____, forwarded to DHR on _____, and returned to (your department name) on _____.”