**Requested Class Title:**       **Position Control Number (PCN):**

# Position Control Information

## Position Information

***Requested Final Changes***

|  |  |  |
| --- | --- | --- |
| **Class Title:**   | **Code:** Code | **Range:** Range |
| **Bargaining Unit:** Bargaining Unit | **Salary Schedule:** XXX | **Bargaining Unit Code:** BU |
| **Department:** Department | **Department Number:** XX |
| **Division:** Division |
| **Region / Section / Unit:** Region / Section / Unit |
| **Location:** Location | **Location Code:** Code |
| **Position Type:** Position Type | **Position Type Code:** Code |
| **FLSA Exempt:** Select… | **Strike Class:** Select… |
| **Position requires possession of a Commercial Drivers License (CDL):** Select… |
| **Position requires possession of, or access to, firearms:** Select… |
| **Home Unit**: Home Unit | **Labor Distribution Code (LDP):** LDP |

## Contact Information

***Requested Final Changes***

|  |  |
| --- | --- |
| **This Position is: Vacant** | **Physical Work Address:**Enter Address |
| **Work Phone**: (907)XXX-XXXX |

## Supervisor Information

***Request Final Changes***

|  |  |
| --- | --- |
| **Supervisor**: Name | **Email**: Email |
| **PCN**: XX-XXXX | **Class Title**: Class Title |
| **Work Phone**: (907)XXX-XXXX. | **Physical Work Address**:Enter Address |

# Duties

## In one or two sentences, state the main purpose of the positon.

Click here to enter text.

## Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or marginal (M).

|  |
| --- |
| **Functional Area Title**: Functional Area Title |
| **E/M** | **% of Time** | **Duty Statement** |
| Select… | 0% | Click here to enter text. |
| **Functional Area Title**: Functional Area Title |
| **E/M** | **% of Time** | **Duty Statement** |
| Select… | 0% | Click here to enter text. |
| **Functional Area Title**: Functional Area Title |
| **E/M** | **% of Time** | **Duty Statement** |
| Select… | 0% | Click here to enter text. |
| **Functional Area Title**: Functional Area Title |
| **E/M** | **% of Time** | **Duty Statement** |
| Select… | 0% | Click here to enter text. |
| **Functional Area Title**: Functional Area Title |
| **E/M** | **% of Time** | **Duty Statement** |
| Select… | 0% | Click here to enter text. |
| **Percentage Total**: 0% |

# Other Work Detail

## List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Click here to enter text.

## List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Click here to enter text.

## List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Click here to enter text.

## Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

Click here to enter text.

## Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how often the contact is made.

Click here to enter text.

## Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

Click here to enter text.

## List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

Click here to enter text.

## List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).

Click here to enter text.

# Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job***.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

|  |  |
| --- | --- |
| **Not Required (N):** | **Not required** of this position. |
| **Present (P):** | Requirement **is** present, but **is not** essential to the position.*For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.* |
| **Occasional (O):** | Required 33 percent of the time or less **and** essential to the position.*For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive / angry people who are life threatening.* |
| **Frequent (F):** | Required over 33 percent of the time **and** essential to the position. |

**Items checked below must be consistent with the duty statements listed in section 2.**

## Physical Requirements

|  |  |
| --- | --- |
| **Title** | **Rating** |
| Sitting | Select... |
| Walking | Select... |
| Standing | Select... |
| Running | Select... |
| Jumping | Select... |
| Bending or twisting | Select... |
| Squatting or kneeling | Select... |
| Crawling | Select... |
| Reaching above shoulder level | Select... |
| Reaching below shoulder level | Select... |
| Ascending or descending using a ladder or other conveyance | Select... |
| Climbing stairs | Select... |
| Driving cars, light duty trucks | Select... |
| Driving heavy duty vehicles | Select... |
| Using floor mounted foot controls to operate equipment (e.g., not driving a car) | Select... |
| Repetitive motion of hands/fingers (e.g., keyboarding, turning pages) | Select... |
| Fine manipulation with fingers | Select... |
| Pinching with fingers | Select... |
| Grasping with hand, gripping | Select... |
| Load, unload, aim, and fire handguns, shotguns or other firearms | Select... |
| Lifting/carrying up to 25 pounds | Select... |
| Lifting/carrying 26-50 pounds | Select... |
| Lifting/carrying more than 50 pounds | Select... |
| Pushing/pulling up to 25 pounds | Select... |
| Pushing/pulling 26-50 pounds | Select... |
| Pushing/pulling more than 50 pounds | Select... |
| Balancing on moving surfaces | Select... |
| Balancing on narrow surfaces | Select... |
| Balancing on slippery surfaces | Select... |
| Balancing on uneven surfaces | Select... |
| Restraining/grappling with people in a public protection environment | Select... |
| Seeing objects at a distance | Select... |
| Seeing objects peripherally | Select... |
| Using depth perception | Select... |
| Seeing close work (e.g., typed print) | Select... |
| Distinguishing colors | Select... |
| Hearing conversations or sounds | Select... |
| Hearing via radio or telephone | Select... |
| Communicating through speech | Select... |
| Communicating by writing/reading | Select... |
| Distinguishing odors by smell | Select... |
| Distinguishing tastes | Select... |

## Work Environment

|  |  |
| --- | --- |
| **Title** | **Rating** |
| Work in/exposure to inclement weather | Select... |
| Work in/exposure to cold water | Select... |
| Work/live in remote field sites | Select... |
| Work in confined areas (under desks, in heating vents, etc.) | Select... |
| Exposure to dust, chemicals, or fumes | Select... |
| Exposure to hazardous equipment (e.g., guns, chainsaws, explosives) | Select... |
| Exposure to electrical current (not outlets) | Select... |
| Swimming/scuba diving | Select... |
| Work at heights up to 25 feet (e.g., towers, poles) | Select... |
| Work at heights over 25 feet (e.g., towers, poles) | Select... |
| Work in urban or highway traffic (other than driving) | Select... |
| Work around moving machinery or mobile equipment | Select... |
| Work around moving mechanical parts | Select... |
| Work on and off moving equipment | Select... |
| Work on slippery or uneven surfaces | Select... |
| Work/travel in boat/small aircraft/helicopters | Select... |
| Exposure to high noise levels | Select... |
| Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.) | Select... |
| Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment) | Select... |
| Exposure to needles or sharp implements (e.g., hospital, kitchens) | Select... |
| Use of hot equipment (e.g., kitchen ovens, lab equipment) | Select... |
| Exposure to wild/dangerous animals | Select... |
| Exposure to insect bites or stings | Select... |
| Exposure to aggressive/angry people in a public protection environment (e.g.: State Troopers, Correctional Officers, Probation Officer) | Select... |
| Exposure to aggressive/angry people in the work environment | Select... |

## Other Work Demands

|  |  |
| --- | --- |
| **Title** | **Rating** |
| Click here to enter text. | Select... |
| Click here to enter text. | Select... |
| Click here to enter text. | Select... |
| Click here to enter text. | Select... |
| Click here to enter text. | Select... |
| Click here to enter text. | Select... |
| Click here to enter text. | Select... |

## Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

Click here to enter text.

# Supervisory Authority

This page must be completed if PCN is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN supervises or leads. Record PCN level of authority for each area of responsibility according to the definitions below. Subordinate positions listed must be consistent with those reflected on the staffing chart, and levels of authority must be substantiated in all other applicable portions of the PD (i.e. duties, guides, actions, decisions).

Note: These ratings are not dependent upon whether the position has actually exercised the authority, but rather what level is assigned.

**Level Definition of Level of Authority Assigned**

1 = Has authority to take action; notification to supervisor may or may not be necessary afterward.

2 = Effectively recommends and discusses decision with supervisor; then takes action.

3 = Presents recommendations to supervisor; supervisor makes decision and directs position to take action.

4 = No authority to take or recommend action.

IS PCN assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below?
Select... If no, skip this section.

|  |
| --- |
| **PCN**   **Responsibilities and Assigned Level of Authority** |
| Positions Directly Supervised or Led by PCN  | Employ(includes; authority to hire, transfer, layoff OR recall) | Discipline(includes authority to suspend, demote, OR issue written warnings) | Discharge | Adjudicate Grievances(includes authority to respond to a first level grievance under a collective bargaining agreement) | Assign Work | Set Task Priorities | Check Quality of Work | Evaluate Performance | Instruct & Train Staff |
| XX-XXXX | Select.... | Select.... | Select.... | Select.... | Select.... | Select.... | Select.... | Select.... | Select.... |
| XX-XXXX | Select.... | Select.... | Select.... | Select.... | Select.... | Select.... | Select.... | Select.... | Select.... |
| XX-XXXX | Select.... | Select.... | Select.... | Select.... | Select.... | Select.... | Select.... | Select.... | Select.... |
| XX-XXXX | Select.... | Select.... | Select.... | Select.... | Select.... | Select.... | Select.... | Select.... | Select.... |