



## Division of Personnel / Classification Services

### Guidance Section 3.8, Position Description (PD)

This document provides guidance regarding the information that should and should not be documented in Section 3.8 of the PD. Section 3.8 is limited to any license, certification, registration, physical or other standard that are required by state or federal law or regulation necessary to perform the documented duties and responsibilities assigned the position. Information documented in the section needs to be supported in the position's primary duties.

The information that should be documented includes:

- Licensure, e.g. driver's license, commercial driver's license, etc.
- Certifications, e.g. Alaska Police Standards Council certification, teaching certificate, first aid certificate, etc.
- Registrations, e.g. registration as a Professional Engineer
- Physical Standards, e.g. certificate of fitness, FAA required pilot physical, etc.
- Other Standards required by State or federal law or regulation

The information that should not be documented includes:

- Levels of Education (either minimum or desired qualifications), e.g. bachelor's degree, specialized training, areas of course specialization, etc.
- Desired skill sets of competencies.
- Desired work qualifications, e.g. three years of classroom elementary teaching experience.
- Training Plan Information (e.g., on-the-job training that will be provided by the employer during the probationary period)

### Example Scenarios:

What should or should not be documented in section 3.8?	Yes, this information should be documented	No, this information should not be documented
Supporting guidance for Licensure, Certification, Registration, or Standard	Law or regulation, e.g. OSHA Bloodborne Act, State Statute, etc.	Internal/departmental guideline, (e.g. State of Alaska, DOT&PF Policy and Procedure #08.02010 Subpart A)
Experience or Educational requirements	Experience/ educational may only be documented if they are unique to a specific position or group of positions. This is considered a rare exception for positions approved by the Division of Personnel as meeting the <a href="#">Unique and Unusual Circumstances</a> requirements.	Experience/educational requirements included in the job class specification should not be documented as these are required for all positions allocated to the class and subject to change.
Desired Qualifications – e.g., three years of classroom elementary teaching experience.		Desired Qualifications should be addressed during the recruitment process and included in the job posting, not the PD. Please work with your department's recruitment team.