

## POSITION DESCRIPTIONS

### 38.01 PURPOSE

The Position Description (PD) is used to document the position purpose, duties and responsibilities, decision making, requirements profile, and essential job functions for all positions within the Department. **A properly completed PD provides a clear picture of the type of work performed, the organizational setting, and the supervisory relationships surrounding the position.**

### 38.02 USE

This form shall be used:

- A. By supervisors, to document the main responsibilities of **their subordinate positions and to request the classification of a proposed new civilian position.**
- B. For enlisted and civilian positions.
- C. **For recruitment of prospective personnel to fill position vacancies, for classification review of civilian positions, and as evidence in grievance and appeal procedures.**

### 38.03 ON-LINE POSITION DESCRIPTION VS. OFF-LINE POSITION DESCRIPTION TEMPLATE

- A. The On-line PD Application is a web-enabled repository for the supervisor or approved support staff to create and maintain PDs. The application involves electronic (email) workflow from the supervisor, who creates the PD, to the subordinate, and finally the reviewing officer who activates the PD. The On-line PD Application is available to supervisors and approved support staff at <http://www.occup.state.pa.us/startpages/start.asp>. Creation/modification of a PD should be done at this site whenever the PD can be completed within **one hour**. Data will be lost if the user does not submit a completed PD to the employee **within one hour of initiation**.

- B. An off-line PD template is available **on the home page of the On-line PD Application, as well as** on the Department's intranet site within the eLibrary. The supervisor or support staff should use this template when he/she needs to complete a **draft** PD and save it to Microsoft Word. Since the On-line PD Application has a **one-hour** "time-out" feature, the off-line PD template should be used if one cannot meet that time constraint and desires to save a PD draft. The off-line PD template should also be used when a new civilian position is being established.

#### 38.04 INSTRUCTIONS

- A. Whenever possible, the supervisor should collaborate with the subordinate when creating/modifying the PD.
- B. The supervisor or approved support staff should access <http://www.occup.state.pa.us/startpages/start.asp> for the On-line PD Application "Create a New Position Description." Input the supervisory position number, and select the subordinate position for which the user desires to create a PD.
- C. Notify the **Employment Services and Systems Division**, Bureau of Human Resources (HR), if a supervisor determines that subordinates are missing from his/her list or if subordinates are listed who do not report to him/her.
- D. The application will automatically populate the email addresses for the employee, supervisor, and reviewing officer. Accuracy of this information is essential for the proper functioning of the On-line PD Application. Within the HR Office email address drop-down menu, select "SP State Police—Civilians" for civilian PDs or "SP State Police—Members" for enlisted PDs.
- E. Enter the start and end time ("0000 to 2359" for member positions and other 24x7 operations), hours/week, days worked (all blocks should be identified for positions involved in 24x7 operations), and any schedule variations (i.e., works rotating shifts) on the PD.
- F. Enter the Position Purpose statement which should be one or two sentences in length and yet comprehensive in stating the overall purpose of the position. The statement must be at least 50 characters. For example, "Receives, transmits, and coordinates communications at a State Police installation to ensure its operations are conducted efficiently and effectively."

- G. Enter the Description of Duties. Duties begin with an action verb and are described clearly and concisely. The person performing the data input can use the copy/paste feature if this information was previously saved in a Microsoft Word document. The Description of Duties must be at least 50 characters.
1. For civilian PDs: Five to ten duty statements are appropriate for most civilian positions. Each duty statement must be preceded by a percentage of work time, the most critical and frequently performed duties should be listed first, and all duties performed must total 100 percent. The last duty should normally be “Performs other related duties as required” for approximately 5 percent. **Generally, duty statements of less than 5 percent should not be identified since they are covered within the “Performs other related duties” statement.** Following is an appropriate civilian duty statement: “25%—Types general correspondence, reports, and forms in a grammatically correct manner consistent with Department regulations.” **Finally, for those positions/employees with roles specifically identified in the Department’s Continuity of Government (CoG) Plan, the following duty statement should replace the “Performs other related duties as required” statement: “Performs other related duties as assigned, to include those outlined in the Department’s Continuity of Government Plan when the Plan is activated. Responds to the designated alternate or secondary location when directed in response to a catastrophic incident.”**
  2. For enlisted PDs: The most critical and frequently performed duty statements should be listed first. Do not list the percentage of work time dedicated to each function. The words “Essential Functions” must separate the duties and essential functions text. The following duty statement should be listed as the last Essential Function on all PDs: “Performs other related duties and those duties of a law enforcement officer as required, including, but not limited to, interpreting laws and statutes of the Commonwealth; pursuing suspects; effecting arrests; qualifying with and, when necessary, using agency firearms and other self-defense devices; operating vehicles and using equipment in conjunction with law enforcement duties; responding to emergencies, civil

disorders, and disasters; and performing rescue functions.” **Finally, for those positions/members with roles specifically identified in the CoG Plan, the following duty statement should immediately precede the statement on a member’s PD which identifies the standardized Essential Functions for enlisted personnel: “Performs those duties outlined in the Department’s Continuity of Government Plan when the Plan is activated. Responds to the designated alternate or secondary location when directed in response to a catastrophic incident.”**

- H. The Decision Making Field should include a brief example of a typical decision made by the subordinate without prior approval and an example of a typical decision that the employee/member should refer to a supervisor/**manager**. The input should normally be two sentences and must be at least 50 characters. The following is a civilian Decision Making example: “In response to a telephone call regarding an applicant who desires to purchase a firearm or acquire a license to carry a firearm, the incumbent researches available criminal history databases and may contact additional authorities in order to make an approval/disapproval determination. The incumbent may consult with his/her supervisor regarding interpretation and application of an out-of-state statute.”
- I. The Requirements Profile Field requires input if there are licenses, certifications, or registrations necessary to perform the functions of the position. For example, an Automotive Mechanic may be required to have a “PA Driver’s License” and be a “PA Certified Inspection Mechanic.” This field will be blank for most civilian positions.
- J. **The identification of Essential Functions is necessary for American Disabilities Act compliance. They are the critical duties assigned and the person filling the position must be able to perform them unaided or with a reasonable accommodation.** At least three Essential Functions must be identified. Functions may be considered essential when the position exists to perform that function; there are a limited number of **employees** available to perform that function; **or a degree, expertise, or skill is required to perform that function.** Each function should begin with an action verb and must be limited to **150 characters.**

1. For civilian PDs, not including Liquor Enforcement Officer and Enforcement Officer 3: "Works rotating shifts" must be identified for Police Communications Operators (PCOs) and other shift work positions. Other examples include: "Travels with occasional overnight status," "Types various kinds of documents," and "Creates and maintains spreadsheets."
  2. For enlisted, Liquor Enforcement Officer, and Enforcement Officer 3 PDs: "Refer to Description of Duties" should be placed on each of three essential function lines and the essential functions should be listed at the bottom of the Description of Duties section. The words "Essential Functions" must separate the duties and essential functions text. For enlisted PDs, the following statement should be listed as the last Essential Function under the Description of Duties section on all PDs: "Performs other related duties and those duties of a law enforcement officer as required, including, but not limited to, interpreting laws and statutes of the Commonwealth; pursuing suspects; effecting arrests; qualifying with and, when necessary, using agency firearms and other self-defense devices; operating vehicles and using equipment in conjunction with law enforcement duties; responding to emergencies, civil disorders, and disasters; and performing rescue functions."
- K. Certification is the supervisor's acknowledgement that the PD information is accurate. The supervisor's full name should be entered in the Supervisor's Acknowledgement Field. Upon receipt, the employee and reviewing officer should also enter their full name in the acknowledgement field.
- L. The Comments Field allows the supervisor, employee/member, and/or reviewing officer to add comments to be included in the email notification routing. For example, a supervisor may assign a due date to the employee/member to review the submitted PD. The comments are only included in the email notification message to the subordinate and not on the activated PD. Normally, this field is left blank.
- M. The save feature in the application is the submit command following the Certification Field. Once the PD is submitted, it is saved automatically. You cannot print the PD before it is submitted.

- N. Upon submission, the PD is emailed to the employee/member for their review and acknowledgement. Normally, the employee/member will acknowledge the PD by inserting his/her full name. However, he/she can also select an option to discuss the PD with the supervisor prior to acknowledging, or he/she can refuse acknowledgement after discussing it with the supervisor. Upon submission by the employee/member, the PD is then emailed to the reviewing officer. The reviewing officer will normally acknowledge the PD by inserting his/her full name. However, he/she can indicate that they want to discuss the PD with the supervisor prior to acknowledgement or necessary revision.
- O. Following activation by the reviewing officer, the employee/member, supervisor, and HR will be provided viewing and printing access to the completed PD. The supervisor does not normally need to print a copy of the activated PD and obtain signatures as the confirmation email message may indicate. The only exception is when a subordinate does not have access to a personal computer. For such cases, a paper copy must be produced, signatures must be obtained, and a signed copy must be provided to the subordinate.
- P. The Troop/Bureau does not need to maintain PDs in hard copy files or forward them to HR since the documents are available electronically.

#### 38.05 UPDATING/MAINTAINING POSITION DESCRIPTIONS

- A. The supervisor shall update an activated PD when:
  - 1. A new employee/member has filled the position.
  - 2. The employee's/member's work duties have substantially changed.
  - 3. There has been a change to the employee's/member's job title, last name, requirements profile, etc.
- B. The supervisor shall update an activated PD by clicking on "Create a New Position Description"; entering their position number; selecting the position number of the subordinate for whom they wish to update a PD; confirming the email addresses for the current employee/member, supervisor, and reviewing officer; modifying the existing PD as appropriate; and certifying

the PD by entering his/her name. The submitted PD is then emailed to the employee/member and reviewing officer for their review and acknowledgement.

- C. Prior to activation of a submitted PD, the supervisor can retrieve/revise a PD and send it to the employee/member again by clicking on “View Status of Position Descriptions”; entering their position number; selecting the position number of the subordinate for whom they wish to retrieve/revise a PD; revising information as necessary; and certifying the PD by entering his/her name. The submitted PD is then emailed to the employee/member and reviewing officer for their review and acknowledgement.
- D. **Should the subordinate or reviewing officer inadvertently delete the application-generated email message that provided the information necessary for acknowledgement of the PD, the supervisor should provide to the employee/member or reviewing officer the application-generated access code number and the appropriate link: <http://www.occup.state.pa.us/Subordinate> or [http://www.occup.state.pa.us/Reviewing Officer](http://www.occup.state.pa.us/Reviewing_Officer). The supervisor can locate the appropriate access code number on his/her “View Status of Position Descriptions” page.**

#### 38.06 ORGANIZATIONAL CHARTS

- A. An organizational chart illustrates an organization’s positions and supervisory relationships. Organizational charts should be maintained by the Troops, Bureaus, and Offices and electronically provided to HR upon request.
- B. An organizational chart is a block diagram **that depicts the organizational environment in which the position identified by the PD is assigned. The chart should include position titles (if appropriate), names (or “Vacancy” if appropriate), and job titles. At least two levels of supervision above the position identified by the PD should be illustrated. Subordinate positions should be depicted if the subject position is supervisory.** For charts depicting enlisted positions, names of assigned members are not necessary.
- C. **Organizational charts can be accessed, edited, and saved from the “My Organization” functionality available within Employee Self-Service (ESS). Instructions for such are**

**available at the HR's intranet site. Additionally, organizational charts can be developed and maintained using Microsoft Powerpoint or Microsoft Word software.**