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 **enlisted and civilian** 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   ONLINE POSITION DESCRIPTION **APPLICATION AND POSITION DESCRIPTION TEMPLATE**

A.   The Online **Position Description** 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 **member/employee**, and finally the reviewing officer who activates the PD. The Online **Position Description** Application is available to supervisors and approved support staff at http://www.occup.state.pa.us/startpages/start.asp.   Creation/ modification of a PD **shall only** be done at this site when the PD can be completed within one hour. Data will be lost if the user does not submit a completed PD to the **member/employee** within one hour of initiation. **Therefore, it is recommended that a draft PD be completed by utilizing the Position Description**

Template prior to submitting the information into the Online Position Description Application.

B.   **The Position Description** Template is available on the Online **Position Description Application's homepage and via** the **PSPiNet**, eLibrary**, under PSP Templates and Forms**. The supervisor or support staff should use this template when a draft **PD needs to be completed** and save it to Microsoft Word. Since the Online **Position Description** Application has a one-hour "time-out" feature, the **Position Description** Template should be used if **a** PD draft **cannot be completed within that timeframe**. The **Position Description** Template should also be used when a new civilian position is being established**. Pre-filled Position Description Templates are available for some PDs and are accessible on the PSPiNet via the following hyperlink: [Position Description Templates](#). The templates may be used in their entirety or edited to include more specific Troop/Bureau/Office-related duties.**

NOTE: The Position Description Template shall not be submitted in lieu of creating a PD in the Online Position Description Application.

38.04   INSTRUCTIONS

A.   Whenever possible, the supervisor should collaborate with the **member/employee** when creating/modifying the PD.

B.   The supervisor or approved support staff **shall** access http://www.occup.state.pa.us/startpages/start.asp for the Online **Position Description** Application **and select the** "Create a New Position Description" **link**. Input the supervisory position number and select the **member/employee** position for which the user desires to create**/update** a PD.

C.   The application will automatically populate the email addresses for the **member**/employee, supervisor, and reviewing officer. **The supervisor or approved support staff shall verify this information is accurate prior to proceeding**. 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.

D.   Enter the start and end time ("0000 to 2359" for member positions and other 24/7 operations), hours/week, days worked (all blocks should be identified for positions involved in 24/7 operations), and any schedule variations (**e.g.,** works rotating shifts) on the PD.

E.   Enter the Position Purpose statement, which should be comprehensive in stating the overall purpose of the position. The statement **shall consist of** at least 50 characters, **but shall not exceed** two sentences in length. For example, "Receives, transmits, and coordinates **public safety information in support of Pennsylvania** State Police **law enforcement functions**."

F.   Enter the Description of Duties. Duties begin with action verbs 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 **shall** be at least 50 characters.

> 1.   For civilian PDs: Five to ten duty statements are appropriate for most civilian positions. Each duty statement **shall** be preceded by a percentage of work time, the most critical and frequently performed duties should be listed first, and all duties performed **shall** 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. **The 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" **shall** 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."

G. The Decision Making field should include a brief example of a typical decision made by the **member/employee** without prior approval, and an example of a typical decision that the member/ employee should refer to a supervisor. The **example shall consist of** at least 50 characters, **but shall not exceed** two sentences **in length**. 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."

H. 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.

I.   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 **shall** 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 **(e.g., analyze, maintain, type) instead of "ability to,"** and **shall** be limited to 150 characters.

1.   For civilian PDs, not including Liquor Enforcement Officer and Enforcement Officer 3: "Works rotating shifts" **or "Works all shifts covered by this organization" shall** be identified for Police Communications Operators and other shift-work positions. Other examples include: "Travels with occasional overnight status," "Types various documents," "Creates and maintains spreadsheets," **"Moves equipment (or file boxes) up to 25 lbs.," and "Supervises staff."**

2.   For enlisted, Liquor Enforcement Officer, and Enforcement Officer 3 PDs: "Refer to Description of Duties" **shall** be placed on each of **the** three essential function lines, and the essential functions **shall** be listed at the bottom of the Description of Duties section. The words "Essential Functions" **shall** 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."

J.   Certification is the supervisor's acknowledgement that the PD information is accurate. The supervisor's full name **shall** be entered in the Supervisor's Acknowledgement field. Upon receipt, the **member/**employee and reviewing officer **shall** also enter their full name in the acknowledgement field. **Personnel**

numbers, initials, nicknames or symbols will not be accepted in this field.

K.   The Comments field allows the supervisor, member/employee, 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 member/employee to review the submitted PD. The comments are only included in the email notification message to the **member/employee** and not on the activated PD. Normally, this field is left blank.

L.   **Once the supervisor or approved support staff finalizes the electronic PD and enters the supervisor's electronic acknowledgment, select the "Submit" button below the Certification field. This will submit the PD and automatically save it.**

M.   Upon submission, the PD is emailed to the member/employee for their review and acknowledgement.   Normally, the member/employee 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 member/employee, 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.

N.   **When** the reviewing officer **activates the PD**, the member/employee, supervisor, and **the Public Safety Human Resource Delivery Center (PSHRDC)** will be provided viewing and printing access to the completed PD. The supervisor does not need to print a copy of the activated PD and obtain signatures as the confirmation email message may indicate.

O.   The Troop/Bureau**/Office** does not need to maintain PDs in hard copy files or forward them to **the PSHRDC** since the documents are available electronically.

38.05   UPDATING/MAINTAINING POSITION DESCRIPTIONS

A.   The supervisor shall update an activated PD when:

1.   A new member/employee has filled the position.

2.   The member's/employee's work duties have substantially changed.

3.   There has been a change to the member's/employee's job title, last name, requirements profile, etc.

B.   The supervisor **or approved support staff** shall update an activated PD by **following the instructions outlined in Section 38.04 of this regulation.**

C.   Prior to activation of a submitted PD, the supervisor **or approved support staff** can retrieve/revise a PD and send it to the member/employee again by **selecting the** "View Status of Position Descriptions" **link**; entering their position number; selecting the position number of the member/employee 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 member/employee and reviewing officer for their review and acknowledgement.

NOTE: The "View Status of Position Descriptions" page contains historical information; therefore, PDs under this section will contain information for previous employees/members until their supervisors update the information for the new incumbents.

D.   Should the **member/employee** 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 member/employee 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. 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 **shall** be electronically provided to **the PSHRDC** 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. **Member/employee** 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 from the "My Organization" functionality available within Employee Self-Service. Additionally, organizational charts can be developed and maintained using Microsoft PowerPoint or Microsoft Word software.