



Individual Position Description

State Form 52468 (R2 / 8-24)
STATE PERSONNEL DEPARTMENT

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		Position Number:	
Agency:		Business Unit (BU):	
Division:		Section/District:	
Job Title:			Job Code:
Working Title (if different from above):			
Reports To:			
Fair Labor Standards Act (FLSA) Status: <input type="checkbox"/> Non-Exempt (Overtime Eligible) <input type="checkbox"/> Exempt		Effective Date (mm/dd/yyyy):	

PURPOSE

This Individual Position Description will supplement the Job Profile, providing important, individualized details about an individual role for accurate job postings, effective talent sourcing and recruiting, comprehensive training plans, effective performance management, developing talent, and navigating ADA requests.

A Job Profile serves as a tool that identifies all the elements of a job role, or classification for an employee. Job Profile allows for clarity, consistency, and transparency in role definition while supporting recruiting, Performance, learning, succession planning, and compensation functions.

INSTRUCTIONS FOR FILLING OUT THIS FORM

The information contained in this form should provide details about the position that *are not included in the Job Profile*. Certain questions may not apply to the position. If so, please mark N/A.

- (a) If possible, please complete the form electronically. If not, please utilize ink and write as clearly as possible.
- (b) Carefully read the entire form before answering to avoid duplicate responses.
- (c) Remember to add the details not listed in the Job Profile.



Individual Position Description

State Form 52468 (R2 / 8-24)
STATE PERSONNEL DEPARTMENT

This document is used to provide a basic description of essential duties and other work elements.

Role Overview

We recommend adding a "Role Overview" section to your job descriptions. This is your chance to include specific details about this position and its impact within the agency in order to attract the right talent to your posting.

What to Include in the Role Overview:

- Briefly describe key projects, programs, or tasks the role is responsible for.
- Highlight the top 3 skills you seek in an ideal candidate.
- Include any position-specific details not captured in the job profile.
- Include any deviation from the regular 7.5 hours per day shift, i.e. weekend work, overtime, 2nd shift, etc.

By investing some time in a compelling Role Overview, you'll give candidates a good idea of what differentiates this position and what it means to be the right fit for the team.

Remember this form is a supplement to the Job Profile, not a substitute.

Position Responsibilities

Please summarize the **primary duties** and **essential functions** of the position. List the time spent performing each duty, the frequency with which each duty is performed, and the importance of each duty. The time spent on each duty should be based on a consistent frequency (daily, monthly, or annually). List the most important duties first and only list those duties that total 10% or more of your time spent. This section should include details about position responsibilities outlined in the job classification's Job Profile.

DUTIES	TIME	FREQUENCY	IMPORTANCE
<i>Example: Inspect the building for damage such as broken doors, leaky faucets, etc...</i>	<i>Example: 10%</i>	<i>Example: Monthly</i> <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	<i>Example: Medium</i> <input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High
		Daily Month Annually	Low Medium High



Individual Position Description

State Form 52468 (R2 / 8-24)
STATE PERSONNEL DEPARTMENT

This document is used to provide a basic description of essential duties and other work elements.

		Daily Monthly Annually	Low Medium High
		Daily Monthly Annually	Low Medium High
		Daily Monthly Annually	Low Medium High
		Daily Monthly Annually	Low Medium High
		Daily Monthly Annually	Low Medium High

Job Requirements

List any required, position-related certifications, licenses, or other special training.

Certifications	Licenses	Special Training

Physical Effort

- Office Setting and Basic Movement:** This role performs work in an environment where sitting for extended periods of time could be expected.
- Running Short Distances (Hospital or Correctional Settings):** This role requires the ability to run short distances to provide immediate care, protection, or attention to patients or incarcerated individuals.
- Operation of Vehicles and Heavy Equipment:** This role requires the ability to operate a motor vehicle and/or heavy equipment (e.g. tractors, snowplows, or factory equipment) and drive short and long distances in all weather and light conditions.
- Legible Handwriting:** This role requires legible handwriting to help partners understand written communication.



Individual Position Description

State Form 52468 (R2 / 8-24)

STATE PERSONNEL DEPARTMENT

This document is used to provide a basic description of essential duties and other work elements.

- Care for Children:** This role requires the ability to lift, carry, protect or care for children in tense, uncomfortable situations.
- Stamina:** This role may experience long periods of repetitive movements requiring stamina.
- Walking, Standing, Bending, Stooping, etc.:** Depending on the duties performed or environment setting, frequent walking, standing, climbing stairs or ladders, bending, stooping, pushing, pulling and/or similar movements may be involved.
- Patient Care:** This role requires the ability to lift patients and push wheelchairs in some cases.
- Lifting (up to 50 lbs.):** This role requires the ability to lift/transport items up to 50 lbs. with or without the assistance of equipment.
- Field Work Requiring Home Visits:** This role requires the ability to traverse uneven ground and dilapidated properties, climb stairs, and maneuver within small spaces.
- Lifting (over 50 lbs.):** This role requires the ability to lift/transport items greater than 50 lbs. with or without the assistance of equipment.
- Care for Animals:** This role requires the ability to lift, care, protect or restrain excitable, larger or small animals.
- Use of Equipment (Manual Dexterity):** This role requires the use limbs/fingers to easily perform manual functions. Equipment used may include the operation of complex manual and electric powered equipment or hand-tools.
- Firearm Use:** This role requires strong discretion in the appropriate use and maintenance of a firearm.
- Above Average Strength (Patients or Incarcerated Individuals):** This role requires above average strength when restraining one or more patients or incarcerated individuals as per departmental policy and procedure.
- Physically Fit:** Due to the high physical demand of tasks performed in this role, individuals may be required to meet minimum physical standards as demonstrated through fitness training and/or assessment.
- Strain:** This role may experience periods of excessive strain.
- Awareness of Danger:** This role requires keen observational and hearing skills to stay alert for possible dangerous situations.