

SANTA ROSA COUNTY HUMAN RESOURCES POSITION DESCRIPTION QUESTIONNAIRE

I. GENERAL INSTRUCTION:

The Position Description Questionnaire is to be used when adding a new position, or re-evaluating an occupied position. This form was developed with the purpose of assisting Departmental Supervisors/Managers and Human Resources with the development of job descriptions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Job Title		Position # (if known)	
Department Name		Division Name	
Employee Name (if applicable)		Salary/Hourly Rate	

II. GENERAL INFORMATION:

A. This questionnaire: (check appropriate box)

- Establishes a New Position Upgrades a Job Description

If upgrading a position, please indicate desired range:

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B. Does this position involve supervisory responsibilities? Yes No

C. Does this position require driving for County business? Yes No

If yes, please indicate what Class of license is required.

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D. Machines or equipment used by the position.

E. Qualifications required in filling a future vacancy in this position. Keep the position in mind rather than the current or potential occupant.

	Required Qualifications	Preferred Qualifications
Education:		
Experience:		
Licenses and/or certifications:		
Other requirements or other factors:		

III. STATEMENT OF RESPONSIBILITY:

A. General Summary: Please summarize the general purpose, scope and responsibilities of this position:

IV. KNOWLEDGE, SKILLS, AND ABILITIES: (KSA's) are the qualifications an individual needs in order to perform a job or the essential functions of the job.

A. Essential Physical Skills:

B. Environmental Conditions:

C. Knowledge of:

D. Ability to:

E. Skills:

V. SPECIFIC DUTIES: Please *list in order of importance, and in detail, the duties assigned to this position and estimate the percent of time given to each duty over a period of time after each duty.* Percentages must add to 100%, including "other duties as assigned". *Place an asterisk in front of each essential duty.* Essential duties are why the job was created. They are the basic chores or tasks that must be performed by any incumbent, with or without reasonable accommodation.

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Date Signature of Supervisor/Manager

Date Signature of Departmental Director

Date Signature of Appointing Authority

For Human Resources Office Use Only:	
Position Title:	
Position Class:	
Approved By:	Date: