



THIS DOCUMENT
IS THE
Out-Of-Class
Department of Personnel Administration form
And
Desk Audit form

Representation 310

Department of Personnel Administration

| | | | | |
|--|-------------|------------------------------|-----------|-----------------------------------|
| 1. Name | Last | First | MI | 2. Civil Service Title |
| 3. Working Title | | 4. Department | | 5. Division or Institution |
| 6. Unit or Program | | | | 7a. Work Address/City |
| 8. Supervisor (Name and Civil Service Title) | | | | 7b. Work Telephone Number |
| 9a. Work Schedule | | 9b. Daily Hours | | 9c. Position Number _____ |
| Sun Mon Tu Wed Thur Fri Sat | | ___ Start A.M./ P.M. | | |
| Days of Week (Circle Days Worked) | | ___ Finish A.M./ P.M. | | |
| Alternate Work Schedule | | ___ 9/8/80 | | ___ 4/10/40 |
| 10. Briefly Describe the Major Purpose of Your Job: | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

11. Description of Your Work

This is the most important item on this form. Describe your own job in your own words. List the duties first that take the largest amount of your time. Estimate the amount of your working time spent on each duty. Use percentage or number of hours or days, or a similar breakdown. You may group related duties together and give estimated time for each group.

EXAMPLES OF GOOD AND POOR DUTY STATEMENTS

GOOD

Prepare registers of all claims showing allocation of budget expenditures and total amount of expenditures and total amount of expenditures for month in which claims are made.

Mow lawns with power mower, hand mowers, and weed grounds. Trim trees from ground and from ladder, using power saws. Lubricate mowers.

POOR

Keep claim registers.

Rake, maintain grounds, and landscape areas.

11. DESCRIPTION OF YOUR WORK

[illegible]

12. How long have you been doing the above duties for this department?

13. Describe the part of your job that requires the highest degree of skill to perform.

14. List any machine, equipment, or motor vehicles you are required to use in your job and how often:

15. Identify by their position titles persons with whom you have frequent contacts and explain the purpose of those contracts.

16. What manuals, written instructions, guides or precedent decisions are available to help you in the performance of your work? Make clear the extent to which these guides provide in the solution to your problems. Give examples:

17. Indicate, by example if necessary, the kinds of problems or matters you refer to your supervisor or other individual for assistance.

18. What portion of your work is reviewed?

By whom?

For what purpose?

19. If you make an error, how and when is it found?

20. What is the most serious thing that could result from an error in your work?

21. Indicate how you receive the majority of your work assignments.

- ☐ Projects are assigned by supervisor who tells me how to do them.
☐ Projects are assigned by supervisor but I decide how to do them.
☐ I have responsibility for a set of duties and I know when and how to do them.
☐ I develop projects my self as needed and decide when and how to do them.
☐ Other (describe)

22a. I directly supervise the following employees:

Answer this item only if you are actually responsible for directing the work of others.
Inspecting, checking, or proofreading the work of others does not in itself constitute supervision.

| <u>Name</u> | <u>Civil Service Class Title</u> |
|-------------|----------------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

23. If you supervise employees, briefly describe the nature and extent of your supervisory responsibilities (plan, work, prepare budget, assign and review work, evaluate performance. Initiate action to fill vacancies and select employees, approve use of vacation, sick leave and other leaves, settle grievances, ect.)

24. List license, registration, or certificates required for your job:

25. Specify any special knowledge, skills, education, or training which can not be learned or acquired during the probationary period of your classification and are required to perform the duties of your position.

26. If there is any other information about your position which you feel is important, enter it here.
(You need not complete this item unless you have additional information which you think will help in the proper classification of your position.)

27. Certification of Employee

I, hereby certify, that all statements made by me on this form are to the best of my knowledge, complete and accurate.

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

28. Certification of immediate supervisor and Personnel Officer or designated representative.

Immediate Supervisor

Personnel Officer or designated representative

- | | |
|---|--|
| <input type="checkbox"/> A. I concur entirely with employee's statements. | <input type="checkbox"/> A. The information given is correct and complete to the best of my knowledge. |
| <input type="checkbox"/> B. See Item 29 for comments | <input type="checkbox"/> B. See Item 29 for comments |

Signature (Supervisor)

Signature (Personnel Officer)

Civil Service Title

Civil Service Title

29. Supervisor or Personnel Officer Comments:

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a guide for handwriting or typing. The paper itself is a clean, off-white color.