

Writing a Position Description

A position description (PD) describes the job function and duties of a position and is the tool used throughout State government by hiring managers, Civil Service, applicants, and employees.

Usually the liaison/Bureau completes the PD for any establishment or reclassification request.

The following tools will assist you in creating/writing the position description:

[Preapproved Class listing](#) – This listing shows the classifications which do not require a Position Description when submitting a request for approval to establish.

[Job Specifications](#) – describes the general duties, responsibilities and qualification requirements for a position in the classified service.

[Instructions](#) for completing a position description

[Position Description](#) template

[Glossary of Classification & Selection Terminology](#)

[Professional Specialist Position Evaluation System](#) – guide to classifying specialist positions in the classified service.

[Professional Managerial Ranking System](#) – provides information regarding ranking of professional manager positions.

[Civil Service Regulation 4.01](#) provides information regarding classification actions that require Civil Service approval.