

POSITION DUTY STATEMENT

SLC 316 (03/24)

☐ CURRENT
☐ PROPOSED

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

All forms must be approved by Human Resources before employee or supervisor sign.

EMPLOYEE NAME:	SUPERVISOR NAME:
CLASSIFICATION TITLE:	WORKING TITLE:
POSITION NUMBER:	DIVISION/UNIT:
CBID:	OFFICE LOCATION:
TENURE: ☐ Permanent ☐ Limited Term ☐ TAU ☐ Retired Annuitant ☐ CEA	TIMEBASE: ☐ Full Time ☐ Part Time ☐ Intermittent
CONFLICT OF INTEREST FILER: ☐ YES ☐ NO	DRIVING RECORD REQUIRED: ☐ YES ☐ NO
PROBATIONARY PERIOD: ☐ 6 Months ☐ 12 Months ☐ N/A	☐ APPOINTMENT DATE OR ☐ REVISION DATE:
HR ANALYST APPROVAL: ☐ YES	HR ANALYST SIGNATURE: _____ DATE: _____

POSITION DESCRIPTION:**SUPERVISION EXERCISED (If applicable) AND SUPERVISION RECEIVED:**

ESSENTIAL JOB FUNCTIONS:

MARGINAL JOB FUNCTIONS:

WORKING CONDITIONS:

☐ Core business hours of _____ to _____	☐ Transport items weighing up to _____ pounds
☐ Sit ☐ bend ☐ stoop ☐ stand while working	☐ Appropriate business attire required
☐ Daily use of standard office equipment	☐ Occasional overnight travel
☐ Temperature controlled office with artificial light	☐ Occasional mandatory overtime
Drive as an essential function of the position: ☐ occasional ☐ frequent (1x or more per month on avg.)	

OTHER (list all other working conditions):**DESIRABLE QUALIFICATIONS:**

Ability to execute assigned responsibilities	Ability to interact in a courteous and professional manner
Ability to understand and follow directions	Ability to work independently and as part of a team

OTHER (list all other desirable qualifications)

Tasks identified in this duty statement reflect the anticipated general functions of the position and should not be considered an all-inclusive list of responsibilities.

I have read and understand the duties listed above and can perform them with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, please contact EEO@slc.ca.gov immediately.) *A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Employee Signature	Employee Printed Name	Date
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I certify that the above accurately represents the duties of the position:

Supervisor Signature	Supervisor Printed Name	Date
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