

## **Action Items (Select from Drop-down List)**

1. **Job Posting** - select this option when submitting a Position Description for the initial job posting.  
*(Only Job Functions, Weight Factors, and Essential or Marginal designation are required.)*
2. **Performance Review** - select this option when completing the Evaluation Stage. "Type" of review needs to be identified on form.
3. **Position Description (PD)/Planning Stage** - select this option if Job Functions, Success Criteria, Weight Factors, and Essential or Marginal designation are completed.  
*(Please note: If this combined document is submitted, a separate Position Description and Planning Stage are not required.)*
4. **Position Description Update** - select this option when making changes to an existing Position Description.
5. **Reclassification** - select this option when submitting a Position Description for reclassification purposes only.  
*(Only Job Functions, Weight Factors, and Essential or Marginal designation are required.)*

## **Position Description (PD)**

1. All positions must be declared as "Essential", "Non-essential" or "Conditionally Essential" in the Additional Requirements section for purposes of a hazardous weather event, Declaration of Emergency, or other emergency event.
  - a) **Essential** means a position which is often critical to the continuation of key operations and services of the agency and/or state government in an emergency. Employees declared Essential will be required to report to work when the office is closed unless management determines otherwise.
  - b) **Non-Essential** means a position which is not critical for basic minimum services in an emergency. Non-essential employees will generally not be required to report to work when the office is closed, absent unique circumstances. Prior to declaring a position as non-essential consult with Human Resources
  - c) **Conditionally Essential** means a position which is generally non-essential in an emergency, except when a critical service is needed pertaining to the position or for the agency and/or state government. In this instance, a Conditionally Essential employee will be required to perform the work needed if directed by management even when the office is closed and may be required to report to work.
2. All positions may be required to report to work during emergency situations.  
*(This box should be checked for all employees.)*
3. Each job function must be designated as "Essential" or "Marginal" from the drop-down menu for purposes of performance.  
*(You may access the definitions for Essential and Marginal by clicking on the link included on the form.)*
4. Each job function must include the appropriate weight factors in decimal format.  
*(The total weight factor must equal 100%)*
  - 5% = .05
  - 10% = .10
  - 15% = .15
  - 20% = .20
  - 25% = .25
5. Only the Job Function(s), along with the appropriate weight factors, should be completed when submitting the Position Description.  
*(Exception: Job function one on the Supervisory form is required for all supervisors/managers.)*
6. The Position Description Acknowledgement section on the Signature Acknowledgements Page should be completed once the Position Description has been covered with employee.



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## **Planning Stage**

1. If applicable, the Objective(s) section to include the appropriate weight factor(s) and Essential/Marginal designation should be completed.
2. The success criteria for each job function and objective (if applicable) must be listed.
3. The total weight factor of the job functions and objectives must equal 100%.  
*(An error message will display if the percentages do not total 100%)*
4. Performance characteristics should be selected from the drop-down menu. After making a selection, click in the text box below and the definition for the performance characteristic will display. You may also access a listing of the performance characteristics by clicking on the link included on the form.
5. The Planning Stage Acknowledgment section on the Signature Acknowledgments page should be completed once the Planning Stage has been covered with employee.
6. All Planning Stage documents should be submitted to the office of Human Resources DDSN.

## **Evaluation Stage**

1. The Actual Performance section for each Job Function and Objective (if applicable) must be completed.
2. The Performance Level for each Job Function and Objective (if applicable) should be selected from the drop-down menu.
3. Each Performance Characteristic should be rated as "Pass" or "Fail" only.
4. The Summary of Performance Appraisal section should be completed during the Evaluation Stage.
5. Save the completed form on your computer and print. Please print all pages of the document and gather the required signatures on the Signature Acknowledgment page.



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Employee Name			
Personnel Number			
Office Name			
Class Code / Title / Band			
Supervisor's Name			
Email Address			
Class Code / Title / Band			
<i>(Use "Type" only for Performance Review)</i>			
Action		Type	
Class Code / Title / Band: <i>(For Reclassification Only)</i>			
Performance Period			
From		To	

Agency Code: _____	
FLSA Designation: _____	
Position Number: _____	
Class Code: _____	
Authorized Date: _____	
F/P Time: _____	
Hours Per Week: _____	
Base Hours: _____	
Circle appropriate option.	
Delegated State Title Changes	New Position Update
_____	
Approved State Title	
_____	
Approved Signature	
_____	
Approved Date	

**What are the minimum requirements for the position? (For classified positions, must be at least as stringent as the state requirements)**

**Describe the knowledge, skills and abilities needed by an employee upon entry to this job. Include any special licenses, registrations or certifications needed:**



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**Describe the guidelines and supervision an employee receives in this job, including employee's independence in decision making and problem solving:**

**Additional requirements** *(to include; but not limited to):*

- Position may require overnight travel
- Position may require employee to work evenings and weekends
- Position requires on-call shifts and call back
- Position requires routine driver duties
- Position requires frequent stooping and/or bending
- Position requires frequent lifting: \_\_\_\_\_ lbs.
- Position requires up-to-date certification(s)
- Position requires \_\_\_\_\_ declaration
- Position may be required to report to work during emergency situations
- Other:

## Job Purpose

Use the space below to describe the job purpose. The job purpose is a clear, concise statement of the reason.



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**Job Function(s)**

The Job Function(s) should be completed for the Position Description. Determine the percentage of time that the incumbent would normally spend on this job function and determine if the function is essential. The success criteria should be completed for the Planning Stage document. The Actual Performance and Performance Level sections should be completed during the Evaluation Phase only. Please see policy HR-206 Employee Performance Management System to access definitions of essential and marginal.

**Please Note:** The percentage of time and importance for Job Functions and Objectives must add up to **100%.**)

<b>1. Job Function</b>		
<b>Success Criteria</b>		
<b>Actual Performance</b>		
<b>Essential</b>	<b>Weight Factor</b>	<b>Performance Level</b>

<b>2. Job Function</b>		



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## Success Criteria

## Actual Performance

SAMPLE

Essential	Weight Factor	Performance Level

## 3. Job Function

## Success Criteria



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**Actual Performance**

Essential	Weight Factor	Performance Level

**4. Job Function**

**Success Criteria**

**Actual Performance**

Essential	Weight Factor	Performance Level



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**5. Job Function**

**Success Criteria**

**Actual Performance**

SAMPLE

Essential	Weight Factor	Performance Level

**6. Job Function**

**Success Criteria**





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**Actual Performance**

Essential	Weight Factor	Performance Level

**7. Job Function**

**Success Criteria**

**Actual Performance**

Essential	Weight Factor	Performance Level



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## 8. Job Function

### Success Criteria

### Actual Performance

SAMPLE

Essential	Weight Factor	Performance Level



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**Objectives (Optional)**

Each objective should be identified as being essential or not. Please see policy DDSN policy.

<b>1. Objective</b>		
<b>Success Criteria:</b>		
<b>Actual Performance:</b>		
<b>Essential</b>	<b>Weight Factor</b>	<b>Performance Level</b>

<b>2. Objective</b>		
<b>Success Criteria:</b>		
<b>Actual Performance:</b>		
<b>Essential</b>	<b>Weight Factor</b>	<b>Performance Level</b>



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## Performance Characteristics

Please see EPMS Performance Characteristic on the Agency's SharePoint site to access the list of performance characteristics to choose from.

**1. Characteristic/Competency:**

Performance Level

**2. Characteristic/Competency:**

Performance Level

**3. Characteristic/Competency:**

Performance Level

## SUMMARY OF PERFORMANCE APPRAISAL

Identify the employee's major accomplishments, comment on the employee's strengths for the performance review period, and identify opportunities and steps for growth or improvement for the next review period:



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## Signature Acknowledgements

### POSITION DESCRIPTION ACKNOWLEDGEMENT

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(My signature indicates that this Position Description has been reviewed with me and it is an accurate depiction of this position.)*

### PLANNING STAGE ACKNOWLEDGEMENT

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(My signature indicates that this Planning Stage and my supervisor's performance expectations have been reviewed with me.)*

### EVALUATION STAGE ACKNOWLEDGEMENT

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer Comments: \_\_\_\_\_

\_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(My signature indicates that I was given the opportunity to discuss the official performance review with my supervisor, not that I necessarily agree.)*

Employee Comments: \_\_\_\_\_

\_\_\_\_\_

### OVERALL APPRAISAL RESULTS

Total Weight Factor %  Final Rating Score

Exceptional (2.5 – 3.0)       Successful (1.5 – 2.49)       Unsuccessful (1.49 and below)

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