

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

2. Job Functions: (List separately, and enter "Percentage of Time" after each function. Also denote whether the function is Essential (E) or Marginal (M).)

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

STATE TITLE

NUMBER

(1)	_____	_____	Number of employee's directly supervised:	_____
(2)	_____	_____		
(3)	_____	_____	Total number supervised:	_____

4. Comments:

5. The above description is an accurate and complete description of this job.

Employee's Signature

Date

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GENERAL INFORMATION						COPIES: _ OHR _ HR _ EMPLOYEE		
Position Number Agency Code Agency Name DepartmentCity/CountyCounty Code Employee Name Y/N Is Position in Central Office? Current State Title Alphanumeric CodeSlotBand Full/Part Time Indicator Supervisor State TitleAlphanumeric CodeSlot SOURCE OF FUNDING Hours Per Week State %Federal %Other %						OFFICE OF HUMAN RESOURCES USE Agency CodeAlphanumeric CodeSlot Authorized Date _ Delegated _ New Position _ Prototype _ ReclassificationUpdate State Approved Title Approval SignatureDate Approved		
REQUESTED ACTION INFORMATION								
Requested Action Requested State TitleAlphanumeric Code Supervisor's SignatureDateOther Required SignatureDate						FLSA Designation		
THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR								
1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)? 2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license? 3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion. 4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).								