

CLASSIFICATION ACTION REQUEST/POSITION DESCRIPTION FORM

Request to: Contact Name

Contact Phone Contact Email

Position Number Position Title

Job Code Salary Schedule Grade At Will Status

Direct SPV Code SPV Link

Process Level Department User Level/CK Locator

Location Code Requested Effective Date

Expense Account

Activity Law Enfcmt. Status

AGENCY SPECIFIC INFORMATION

Drug Testing Retirement Code Female Inmate Contact Space Availability

If NO, attach a memo stating your space requirements.

From	FUND	DEPT	ACTV	APPR	RPTG	FTE	ARMS (Y/N)
To	FUND	DEPT	ACTV	APPR	RPTG	FTE	ARMS (Y/N)

- I DO I DO NOT recommend this classification action.
- I DO I DO NOT certify that funds are available to finance increased costs for this and the subsequent fiscal year without additional legislative appropriation and that A.R.S. § 35-174, commonly known as the "Vacancy Savings" law, will not be violated.

FOR CLASS/COMP USE ONLY

Reason Code Position Number

Title Job Code Salary Schedule

Grade Exempt from Overtime FLSA Pay Plan

Salary Range \$ to At Will Status

Law Enfcmt. Status Ordinary Retirement Code

Physical Required

Analyst Signature

Comments

POSITION DESCRIPTION

Responsibility For The Work Of Others

Select One

Job Summary

Major Responsibilities/Essential Functions

Function	% Time Spent
Other duties as assigned as related to the position (typically 5% - 10%)	
Total	

NOTE: Essential functions of all State positions include: regular and predictable attendance, adherence to State of Arizona and other applicable Standards of Conduct, and any agency-specific policies, procedures, and/or practices.

Decision Making Authority

Select One

Knowledge, Skills, and Abilities (KSAs)

Knowledge	Skill	Ability

Licenses / Certifications

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NOTE: If position is required to drive on state business, the position will require the possession of and ability to retain a current, valid state-issued driver's license appropriate to the assignment. Employees who drive on state business are subject to driver's license record checks, must maintain acceptable driving records and must complete any driver training (see Arizona Administrative Code R2-10-207.11).

6/4/2021

Selective Preferences

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Additional Job Demands (essential job functions)

This position functions in a standard office environment

Additional Physical Demands

Activity	Select from the drop down box
Balancing	
Climbing	
Crawling	
Driving	
Foot Controls	
Hearing	
Kneeling / Crouching / Bending	
Manual Dexterity	
Lifting / Carrying pounds	
Reaching	
Sitting	
Standing	
Pushing/Pulling pounds	
Twisting	
Upper Extremity Repetitive Motion	
Seeing	
Walking / Running miles	

Additional Mental Demands

Activity	Select from the drop down box
Analysis / Reasoning	
Math / Mental Computation	
Reading	

Activity	Select from the drop down box
Sustained Mental Activity	<input type="text"/>
Composing Written Material	<input type="text"/>

Additional Environmental Demands

Hazard	Select from the drop down box
Asbestos	<input type="text"/>
Dust	<input type="text"/>
Frequent Task Changes	<input type="text"/>
High Volume Public Contact	<input type="text"/>
Loud Noise	<input type="text"/>
Physical Danger	<input type="text"/>
Tedious / Exacting Work	<input type="text"/>
Temperature Extremes	<input type="text"/>
Toxic Substances	<input type="text"/>

Signatures

Employee Signature

Employee Name (Print)

Supervisor Signature

Authorized Agency Representative

TO THE EMPLOYEE: Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the job. Refusal to sign does not release an employee from performing the responsibilities outlined herein.

TO THE SUPERVISOR: By signing you attest that you have followed your agency's approval protocol.

USE ONLY IF APPLICABLE TO YOUR AGENCY OR DIVISION

Please attach an organization chart clearly identifying each position's official classification title, position number, job code, and pay grade. Include at least two levels of supervision above this position, this position's co-workers, and if applicable, subordinates. If requesting a reallocation, please include a CURRENT and PROPOSED organization chart.

**ONCE COMPLETE, CHOOSE "SAVE AS" AND USE THE FOLLOWING NAMING CONVENTION
 AGENCY_POSITION NUMBER_JOB CODE
 EXAMPLE: SAD_123456789_AUN01152**