**Agency Name / Logo**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Position Title:** | List official position title here. | | | | **Position #:** | List official HR position number here. | |
| **Working Title:** | List working title here, if different from official position title. | | | | | | |
| **Agency Unit:** | List the division, unit, and/or department in which this position is located. | | | **Reports to:** | List position (not individual name) to which this position reports. | | |
| **Employment Status:** | Indicate if position is full time or part time (incl. percent) | **Pay Grade:** | List the pay grade or salary range for this position. | | **FLSA Status:** | | Indicate if position is exempt / non-exempt / bargaining unit. |

|  |  |
| --- | --- |
| **Position Summary:** | Provide a summary of functions/duties required by this position. Be concise, yet specific in the language. Indicate if position is grant funded (if applicable). |

|  |  |
| --- | --- |
| **Essential Duties:** | Highlight essential duties of the position here. Should align with position summary above, pulling out themes or categories. Consider including percentage of time associated with each essential duty, if applicable. Also consider including any emergency response-related responsibilities here as well. (e.g. Reports upon directive in an emergency.) |

|  |  |
| --- | --- |
| **Other Duties & Responsibilities (Optional)** | This section is used to describe non-essential duties that may need to be performed by this position, but are not required as part of the day-to-day operations of the organization. This section can be maintained or deleted as the agency sees fit. |

|  |  |
| --- | --- |
| **Minimum Qualifications:** | List the minimum qualifications for this position. Consider educational, certification and/or licensure requirements. |

|  |  |
| --- | --- |
| **Key Competencies:** | List key competencies required for the position here. Consider using nationally recognized competency set such as Council on Linkages Core Competencies for PH Professionals and/or other competency sets used by the organization specific to the agency, position, and/or discipline. May refer to competency set versus full listing. Consider including how this position contributes to the overall provision of the 10 Essential Public Health Services. See supplemental user guide for additional information/suggestions regarding competencies. |

|  |  |
| --- | --- |
| **Work Environment:** | This section can be used to provide information about the work environment and physical requirements of the position. Consider any language required through the Americans with Disabilities Act (ADA). Include items such as in and/or out of state travel, driver’s license requirements. Also include any equipment needed to perform duties. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Approvals** | Include required signatures here.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Name** |  | **Title** |  | **Date** |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Name** |  | **Title** |  | **Date** |  | |