Position Description Checklist

- Has the proper form been used? (PD OSS93 for Office Support or PD102R for SPA non-office support)

- Is an introductory statement given to explain the primary purpose of the organizational unit?

- Is an introductory statement given to explain the primary purpose of the job?

- Are percentages of time shown for each major function?

- Is each major function described?

- Are examples of work used to explain the functions?

- Have changes in the existing position’s primary duties been noted?

- Has the ADA Americans with Disabilities Act compliance checklist been completed?

- Is the form signed and dated by the employee and supervisor?