

Writing a PD

Narrative Format

1. Introduction

Does this paragraph include:

_____ Statement of the primary purpose of the position?

_____ Relationship of the position to the organization?

2. Major Duties and Responsibilities

Does each major duty describe:

_____ The work to be performed?

_____ The procedures involved in performing the work?

_____ The proportion of time spent on each major duty (each one at least 25% of the time)?

3. Supervisory Controls/Controls over the Position

Does this paragraph include:

_____ How job assignments are made?

_____ What kind of supervision is received while performing the work?

_____ What oral and written guidance is available?

_____ How the work is evaluated?

4. Special Qualification Requirements

_____ Are there specific knowledge, skill, education required of this position?

_____ Are those special requirements evident in the duties section?

_____ If those special requirements are not evident in the duties section, are they described in this section?