

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?**