



**State of Oklahoma
Human Capital Management
A Division of the Office of Management and Enterprise Services
Policies and Procedures**

**POSITION DESCRIPTION QUESTIONNAIRE
(HCM-39)**

TO THE APPOINTING AUTHORITY OR DESIGNEE:

The purpose of this form is to aid the Appointing Authority or designee in describing the position (job) in terms of its duties and responsibilities. Use great care in completing this form so that your answers will give a clear and complete understanding of the job. The information provided will play an important part in determining the job family and level to which the job belongs. Do not copy from existing job family descriptors. If there is not enough space to answer a question, please complete the answer on a separate page (be sure to show the number of the question). The form should be accompanied by a current organizational chart reflecting the position within the agency. Please retain a copy of the completed form for your records.

**Human Capital Management
POSITION DESCRIPTION QUESTIONNAIRE**

Part 1 - GENERAL INFORMATION:

Please read attached instructions prior to completing this form.

Name and Employee ID Number of Employee Occupying the Position or if Position is not Occupied, Indicate Whether Position is New or Vacant.	Current Official HCM Job Title and Job Family Code Assigned to the Position	
Agency	Current Date	PIN:
Division and Section Where the Position is Assigned	Work Address (include zip + 4) and Telephone Number	
Name and Work Telephone of Appointing Authority or Designee Completing this Form	Job Title of Appointing Authority or Designee Completing this Form	

- A. This description is intended to show a: New Position Change to an Existing Position
- B. Proposed Job Title and Job Family Code _____
- C. If this position audit is being requested as a result of significant changes in the duties and responsibilities assigned, identify those changes and provide supporting documentation including organizational charts, description of additional duties and/or programs or any other factors involved.

Part 2 - DESCRIPTION OF DUTIES PERFORMED

- A. Briefly, what is the major purpose of the job? Describe the general functions and major responsibilities of the position.