

## JOB RELATED DESIRABLE QUALIFICATION(S)

### I. POSITION IDENTIFICATION

Position Number	Click here to enter Position Number.
Authorized Class Title & Job Code	Click here to enter text.
Organizational Location: (Department/Division/Branch/Section)	Click here to enter text.

### II. DESIRABLE QUALIFICATION(S)

The following job related desirable qualification(s) has been approved:
<ul style="list-style-type: none"> <li>• Click here to enter text.</li> </ul>

### III. DOCUMENTATION

a. List the major duties and/or responsibilities from the current Position Description that serve as the basis for the job related desirable qualification(s):
<ul style="list-style-type: none"> <li>• Click here to enter text.</li> </ul>
b. Briefly describe how the job related desirable qualification(s) relate to the above cited duties and/or responsibilities:
Click here to enter text.
c. Briefly describe how the job related desirable qualification(s) is (are) related to the minimum qualification requirements for the class and/or knowledge, skills, and/or abilities associated with duties and/or responsibilities identified above:
Click here to enter text.
d. Cite other pertinent information supporting the identification of the job related desirable qualification(s):
Click here to enter text.

### IV. DEPARTMENTAL CERTIFICATION AND APPROVAL

I hereby certify that the information provided is accurate and the desirable qualification(s) is (are) related to the duties and responsibilities contained in the current Position Description.

DATE \_\_\_\_\_  
APPROVED \_\_\_\_\_

Click here to enter a date.

Click here to enter text.

\_\_\_\_\_  
Signature of Department Head or  
Authorized Representative