# STATE OF HAWAII

# POSITION DESCRIPTION

Effective Date: [Effective Date]

Approved Date: [Approved Date]

|  |  |
| --- | --- |
| Approved by:  | Click here to enter e-signature. |
|  | Signature of Appointing Authority or Authorized Representative |

POSITION INFORMATION:

POSITION NUMBER: [Position Number]

BAND: A

CAREER GROUP: Information Technology

FUNCTIONAL TITLE: Systems Analyst

DEPARTMENT: Department of Accounting and General Services

DIVISION: [Division]

BRANCH: [Branch]

SUPERVISOR POSITION NO., CAREER GROUP, & WORKING TITLE:

[Supervisor Info]

**MAJOR DUTIES AND RESPONSIBILITIES:**

(Note: \*\* denotes Essential Functions)

Click here to enter text.

**SUBORDINATES**

POSITION NUMBER, CAREER GROUP, & WORKING TITLE:

Click here to enter text.

**MINIMUM QUALIFICATION REQUIREMENTS**

EDUCATION AND EXPERIENCE REQUIREMENTS:

Click here to enter text.

COMPETENCIES:

Click here to enter text.

SUPPLEMENTAL MINIMUM QUALIFICATIONS (Includes licenses, certificates, tools, equipment, etc., required to perform the essential functions of the position):

Click here to enter text.

DESIRABLE QUALIFICATIONS:

Click here to enter text.

WORKING CONDITIONS:

Click here to enter text.