**STATE OF HAWAII**

**POSITION DESCRIPTION**

1. **IDENTIFYING INFORMATION**

|  |  |
| --- | --- |
| Class Title:Position Number |            |
| Department: |  |
| Division: |       |
| Branch: |       |
| Section: |       |
| Unit: |       |
| Geographic Location: |       |

1. **INTRODUCTION**

 *Function of this organizational unit:*

 *Purpose of the position:*

1. **MAJOR DUTIES AND RESPONSIBILITIES**

|  |  |
| --- | --- |
|       |  |

|  |  |
| --- | --- |
| **Supervises Position(s) No.** | **Title** |
|       |       |

1. **CONTROLS EXERCISED OVER THE WORK**
2. **Supervisor:**

|  |  |
| --- | --- |
| Position No. |       |
| Class Title: |       |

1. **Nature of Supervisory Control Exercised Over the Work:**

1. **Nature of Available Guidelines Controlling the Work:**

1. **MINIMUM QUALIFICATIONS**
	1. **Knowledge:**
	2. **Skills:**
	3. **Abilities:**
	4. **Education:**
	5. **Experience:**
	6. **Required Licenses, Certificates, etc.:**
2. **DESIRABLE QUALIFICATIONS**

1. **TOOLS, EQUIPMENT & MACHINES**

1. **WORKING CONDITIONS – SEE SUPPLEMENT TO POSITION DESCRIPTION**