**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**