A position description (PD) is the official written statement of the duties assigned to a position. The PD is prepared by the supervisor and serves as the primary tool for the supervisor to communicate a position’s duties to the employee.

Questions and Answers

What is my role in preparing the PD?
It is the supervisor’s responsibility to prepare and maintain accurate PDs for positions under their direct supervision.

How does the PD route?
You will complete the PD. It will then route to the employee and will then be activated by the reviewing officer.

Where does the pre-populated information come from?
The information comes from the commonwealth’s information system, called SAP. If this information is incorrect, contact your HR office.

Can I modify the PD while it’s still being reviewed?
Yes. Choose “View Status of Position Descriptions.” After entering your position number, select the first option on the page.

Do I still need a paper copy?
You should keep a signed paper copy of the PD only for employees who don’t have email and cannot acknowledge the PD electronically.

User Tips

• If the reporting relationship between you (the supervisor) and the employee is incorrect on the “Employee Under Your Supervision” page, contact your HR office.

• There is a 3 hour limit once you are logged in. Use the template from the start page to prepare the PD, then copy and paste the information into the online tool.

• You must complete at least 3 Essential Functions.

• The Essential Functions field is limited to 150 characters. Be very specific. Example: Answers the phone.

• The Description of Duties field can be used if additional space is needed.

• The final activated PD will not show any comments that might have been made throughout the review process.

Why Use the Online Position Description Application?

Because It’s Easy!

• Easy to access... go to http://www.occup.state.pa.us/StartPages

• Easy to create... just copy and paste existing information into the online form.

• Easy to prepare... use the pre-populated employee and position data.

• Easy to maintain... modify the PD at anytime after it is saved!

• Easy to track... check the status page to see when the PD is reviewed and signed.

• Easy to be informed... see your email for a notification when the PD is activated.

• Easy to communicate... use the comments field to send notes or questions along with the PD.

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Getting Started

1. Go to http://www.occup.state.pa.us/StartPages.
2. Select Create a New Position Description.
3. Enter your position number.
   (You can find this under My Organization at www.myWorkplace.state.pa.us.)
4. Select the position number of the employee for whom you are preparing the PD.
5. Verify the email addresses for you, the employee and the reviewing officer.
6. Select the appropriate human resources mailbox.
7. Enter information into the online form.
8. Select Submit.

Need additional help? Contact your human resources office for assistance.