

POSITION DESCRIPTION OPTIONAL ATTACHMENT (SF-3.A)

If the position has specific requirements (shift work, licensure, drug testing, driver's license, other special requirements) or is assigned a special entrance rate, premium pay, base supplement, shift differential, etc., we recommend that you attach form SF-3.A. If this optional form is not used, special requirements such as required licenses or police commission must be included in Item 6 – the statement of Duties and Responsibilities.

This position requires Drug Testing either because it involves safety and security sensitive work, operation/maintenance of public vehicles or the supervision of employees engaged in the operation/maintenance of public vehicles.

This position requires a driver's license: A/B/C D E

This position has the following special requirements:

SPECIAL PAY / WORKING CONDITIONS

Check off items that apply and indicate actual rates that apply to the position (Do not list maximums allowed by the agency unless they are actually applied to the position.)

This position involves shift work: night / evening / rotating

There is special shift pay for this position: _____

There is premium pay for this position: _____

There is on-call pay for this position: _____

This position has a Special Entrance Rate (SER): _____

There is a base supplement for this position. List percentage _____

This position is FLSA Status Exempt

This position is FLSA Status Non-Exempt

This position participates in a training series. Cap of series is _____

This position has other special pay/working conditions:
