



**MINISTRY OF FINANCE**  
**BUREAU OF PUBLIC SERVICE SYSTEM**  
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**POSITION DESCRIPTION**

<b>Position Title :</b> _____ <b>Department :</b> _____ <b>Position Number (For BPSS Office use Only) :</b> _____ <b>Responsible Department Official :</b> _____ (Print & Sign) _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%;">LEVEL</th> <th style="width: 10%;">POINTS</th> </tr> </thead> <tbody> <tr><td>Factor I</td><td></td><td></td></tr> <tr><td>Factor II</td><td></td><td></td></tr> <tr><td>Factor III</td><td></td><td></td></tr> <tr><td>Factor IV</td><td></td><td></td></tr> <tr><td>Total Points</td><td></td><td></td></tr> <tr><td>Grade Level</td><td></td><td></td></tr> <tr><td>Supervisor Grade (if applied)</td><td></td><td></td></tr> </tbody> </table>		LEVEL	POINTS	Factor I			Factor II			Factor III			Factor IV			Total Points			Grade Level			Supervisor Grade (if applied)		
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<b>Reason for Submittal:</b> <input type="checkbox"/> Recruitment <input type="checkbox"/> Appointment <input type="checkbox"/> Contract <input type="checkbox"/> Promotion <input type="checkbox"/> Others (Specify) _____	For Personnel use only (Determination of Supervisory Guide And Variety of Work)																								

**Organization Structure (Title Only)**

**Superior (2<sup>nd</sup> Level) :** \_\_\_\_\_

**Superior (1<sup>st</sup> Level) :** \_\_\_\_\_

**Incumbent :** \_\_\_\_\_

**Subordinates (1<sup>st</sup> Level) :** \_\_\_\_\_

**Subordinates (2<sup>nd</sup> Level) :** \_\_\_\_\_

**Position Purpose:** Briefly state why this position is needed.

**Factors/Criteria:**

- I. Educational Requirements (Minimum Requirements) plus Special Requirements
- II. Knowledge and Experience Requirements
- III. Complexity of Work Assignments
- IV. Supervisory Controls

**Tasks/Processes/Operations:**

Describe the four or five key job responsibilities the incumbent has and the percentage of time spent on each responsibility. Start each Responsibility with an active verb (see attached list for example).

**Duties and Responsibilities:**

(You may need additional sheet or paper)

**Percentage**

\_\_\_\_\_  
**Analyst (Bureau of Public Service System**

\_\_\_\_\_  
**Date of Analysis**

**Certification:** I certify that this is a complete and accurate description of the duties and responsibilities of this position.

\_\_\_\_\_  
**Employee's Signature (For incumbent only)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director of BPSS Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Appropriate Management Official's Signature**

\_\_\_\_\_  
**Date**