

## STANDARD POSITION DESCRIPTION (SPD) CHECKLIST

*This checklist facilitates Human Capital/Human Resources (HR) position management review of the request to use an SPD, and helps ensure we are effectively planning and using Servicewide SPDs.*

**Requested SPD Title/Series/Grade:** \_\_\_\_\_

**SPD No.** \_\_\_\_\_

**Org Code:** \_\_\_\_\_

Answer these questions...	YES	NO
Has an organizational chart been submitted to clearly identify the reporting level of the position?	<input type="checkbox"/>	<input type="checkbox"/>
Is the work of the position at the appropriate organizational level described and supported by the SPD's grade and position scope?	<input type="checkbox"/>	<input type="checkbox"/>
Does the assignment of work constitute 80% or more of the primary duties described?	<input type="checkbox"/>	<input type="checkbox"/>
Is there overlap in duties or responsibilities between this position and any others? If yes, please explain:	<input type="checkbox"/>	<input type="checkbox"/>
Do the work functions or assignments represented by this request impact other existing positions? If yes, please explain which positions and how they are impacted:	<input type="checkbox"/>	<input type="checkbox"/>
<p>If the SPD is supervisory, please answer the following questions:</p> <ul style="list-style-type: none"> <li>▪ What is the supervisor to employee ratio? There is one supervisor to _____ employees.</li> <li>▪ Have you reviewed the ratio to determine if it represents excessive supervisory position layering?  <div style="text-align: center;"> <input type="checkbox"/> YES      <input type="checkbox"/> NO </div> </li> </ul> <p>(2) Identify the positions supervised by title, series, and grade, and determine whether the position meets the requirements for classification at the grade level based on supervision:</p> <p>Positions supervised:</p>   		

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*HR Specialist and Date*

I have reviewed this SPD for organizational suitability and confirm that it is appropriate for this position.