

RANKED TASK LIST INVENTORY

(To be completed by Subject Matter Experts. Additional sheets may be added.)

This ranked list is designed to capture the job duties performed and will be utilized to help develop job descriptions as part of a Classification Study. It is addition to the Job Analysis Questionnaire.

JOB HOLDER'S NAME:	CURRENT JOB TITLE:
PERM#:	LOCATION:
DATE COMPLETED:	SUPERVISOR'S SIGNATURE (<i>Indicating Concurrence</i>):

LIST OF OTHERS PERFORMING SIMILAR JOB DUTIES IN YOUR AGENCY:

GENERAL PURPOSE OF THE JOB:

KEY RESPONSIBILITIES - List in priority order the seven (7) major job activities/functions and associated objectives necessary to achieve the job's end results. The first job duty on the list should be the most important job duty performed, which is not necessarily the one which an SME might spend the most time performing. Please commence each responsibility with an action verb and identify the outcome.

SAMPLE: Contribute to the development and maintenance of emergency plans to ensure a safe working environment.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

MINIMUM QUALIFICATIONS (Education, years of experience) & Licensure, if necessary: (SMEs to indicate if the education, years of experience or licensure, and knowledge skills and abilities are essential or desirable.) *SAMPLE: BA in Business Administration -desirable; 5 years of experience in the development of emergency plans - essential.*

KNOWLEDGE, SKILLS AND ABILITIES:

WORKING CONDITIONS/Essential Functions:

OTHER IMPORTANT NOTES: