Arkansas Department of Military
Cabinet Secretary - Brigadier General Olen Chad Bridges,
The Adjutant General

Functional Job Description

Division/Office _____ **County** _____

Position Number _____ **Class Code** _____ **Grade** _____

OPM Job Title _____

Function Title _____

Agency Number (4 digits) _____ **Cost Center (6 digits)** _____

Minimum Qualifications (from OPM Job Specification): **Please refer to http://www.arkansas.gov/dfa/personnel_mgmt/opm_classcodes.html to obtain Minimum Qualifications to list in the section below. You must not many any edits or changes from what OPM has listed.**

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Job Summary **Please refer to http://www.arkansas.gov/dfa/personnel_mgmt/opm_classcodes.html to obtain the Job Summary to list in this section below. You must not make any edits or changes from what OPM has listed.**

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Job Duties & Responsibilities Directions: **To complete this section below the hiring official/supervisor will list all functional job duties that are required by the employee to perform their job duties. Please note that these duties may differ from what OPM has stated above in the Job Summary depending on the position in the agency or unit.**

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Knowledge, Abilities & Skills (KAS): Directions: Please refer to http://www.arkansas.gov/dfa/personnel_mgmt/opm_classcodes.html to obtain the (KAS) to list in this section below. You must not make any edits or changes from what OPM has listed on their Job Specifications.

Special Requirement (Preferred Skills/License/Experience/Travel, Shift Work, etc.)

Supervisor's Signature	Date	Employee's Signature	Date

This is a Functional Job Description, in no way is it intended to take the place of the OPM Job Specification.

1. **Division/Office – indicate the Division or Office with AMD**

2. **County – indicate the county the position is assigned.**

3. **Position Number ***

4. **Class Code ***

5. **Grade ***

6. **OPM Job Title ***

7. **Functional Title – working job title**

8. **MQs (from State Job Specification) – OPM established & approved MQs as stated on the OPM job specification for a particular class code.**
9. **Job Summary – short paragraph of overall job duties.**

10. **Job Duties & Responsibilities – specific functions performed.**

11. **KAS – should be determined using the OPM Job Specification as a foundation and adding new KASs that are applicable to the job and deleting those which are not applicable to the job. The order of the KASs may be mixed according to the weights of the position specific tasks to which they relate, i.e. questions relating to abilities and skills may be asked before questions relating to knowledge. The job assessment worksheet, will be used to record the KASs and must be used in the order submitted on the functional job description.**

12. **Special Requirements – list any preferred skills/license/experiences for this job.**

13. **Rating Supervisor and Employee Signatures – signed and submitted to Directorate of State Resources Office within 30 days hire date. Original retained in the employees file. Original retained in the employees file.**

* Can be found on OPM Class Code Book or information can be obtained from the OPM website.