

Information Technology Position Description

For assistance completing this form, contact your supervisor/manager or your Human Resources (HR) Office. Complete form, obtain all signatures, scan and save using the following naming convention: [Agency/Institution]_IT_[Position Number]_[Date: YYYYMMDD]. Example: DSHS_IT_0480_20150621.

Position Information	
Agency/HE Institution, Division, Unit WSP/TSB-ITD-ADSS-Web and SharePoint Support	Action Choose an item.
Class Code and Title 482AD – Application Development - Entry	Current Salary Range IT04
Proposed Class Code and Title Enter text	Proposed Salary Range Enter text
Agency/HE Institution Position Number 1832	HRMS Position Number (if applicable) Enter text.
Project Title (if applicable) NA	Assignment Pay Dual Language <input type="checkbox"/> Other <input type="checkbox"/> Enter text.
Incumbent's Name (If filled position) Vacant	Address Where Position Is Located (Duty Station) 106 11th Ave SW, Olympia WA 98501
Work Schedule Part Time <input type="checkbox"/> Full Time <input checked="" type="checkbox"/>	HR Approved Overtime Eligible Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Position represented by a Master Agreement: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes , list Master Agreement: WFSE	Position has an approved In-Training Plan: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes , attach Position Description for each In-Training Level
Supervisor's/Manager's Name and Title Diane Fossett, Web and SharePoint Support Supervisor	Supervisor's/Manager's Phone 360-596-4927
Date Completed 4/5/2022	Date Previous Position Description Approved
Primary Job Family (select one) 1. Application Development	Secondary Job Family (select one, if applicable) 10. Systems Administration
Organizational Structure (Attach an organizational chart.)	
Summarize the functions of the position's division/unit and how this position fits into the organizational structure.	
<p>The Washington State Patrol's (WSP) mission is to make a difference every day, enhancing the safety and security of our state by providing the best in public safety services. The Agency vision is to be the best public safety agency in the United States. Agency's goals are as follows:</p> <ul style="list-style-type: none"> • Make the WSP a great place to work. - We involve every employee in shaping and sustaining a culture of trust, collaboration, diversity, and continuous performance improvement. • Make our highways safe. - We use data and technology to ensure that the right resources are in the right place at the right time in order to create a safe motoring environment on Washington highways. • Provide specialized investigative, forensic, and support services. - We help our partners to reduce crime and crime victimization, and to detect, investigate, and deter criminal activity and terrorism by delivering information sharing and investigative, emergency response, and forensic services. • Secure communities from terrorism, fire, and disaster risk. - We work in partnership with stakeholders to reduce risk associated with terrorism, fire, and natural or man-made disasters, and to protect life, property, and the environment. 	

- Sustain and enhance agency infrastructure and business processes. - We use planning to identify sustainable short- and long-term goals that enhance the capabilities of our employees, the agency, and our public safety partners.

The Information Technology Division (ITD) exists to leverage technology to enhance and sustain business processes, public safety infrastructure, and statewide emergency communications to facilitate the accomplishment of all agency goals.

The Web and SharePoint Support Team develops and maintains the agency's enterprise web based applications used for the WSPs external internet sites and the WSPs internal intranet SharePoint environment. These applications are used daily to enable business operations by maintaining operational information, automatically processing information based upon work flow, communicating information, analyzing information, sharing operational information internally within the agency, and externally with local, state, and federal criminal justice agencies, and the general public. The unit is currently comprised of four positions; Supervisor and three Web Application Developer-Entry positions. This position reports to the supervisor of the Web and SharePoint Support team within the ITD Application Development and Support Section. This unit develops and supports technical web oriented components that are used both in the WordPress and SharePoint environment.

Position Objective

Describe the main purpose of the position and the type and nature of the work performed.

Position: Web Application Developer

Division/Unit: Information Technology Division, Application Development and Support Section (ADSS), Web and SharePoint Support Team

Mission: The Washington State Patrol's (WSP) mission is to make a difference every day, enhancing the safety and security of our state by providing the best in public safety services.

The Information Technology Division implements and supports technology that enables business operations in WSP Business Divisions. The ADSS develops and supports technical application software and integration solutions that meet the agencies business operational needs.

The Web and SharePoint Support team develops and maintains the agency's integrated infrastructure network for the external WordPress and HTML websites and internal SharePoint websites; develops and maintains user information collection forms, business workflow software, databases and document libraries, integration with Microsoft Office and other business applications, enterprise wide content management system; and enhanced search features.

The agency relies on these web sites for conducting business operations, tracking information, business process management, and communication with internal and external stakeholders, vendors, state and federal criminal justice agencies, the public and WSP employees.

Position Objective:

This position's objective is to develop, configure code, and maintain the WordPress and SharePoint application software, databases, and technical web components, and conduct application analysis for the enterprise SharePoint System, the enterprise WordPress System, and associated HTML websites that support the agency wide and external public facing critical business operations.

Assigned Work Activities (Duties and Tasks)

Describe the duties and tasks, and underline the essential functions. Task statements should describe the **action** performed; to **whom or what**; using what **tools, equipment, methods, and/or processes**; and the **final product or outcome**.

For more guidance, see [Essential Functions Guide](#) and [Examples of Work Statements](#)

List the assigned work in order of importance including the final product or outcome for each, with essential functions underlined.

Duty: Software Programming: Design, develop, test and implement enterprise web applications.

Tasks:

- Use technical web programming skills to integrate customized web applications, web features, and web components within Custom-Off-The-Shelf (COTS) web application products.
- Design, develop, test, and administer SharePoint site collections, including workflows, navigation, site hierarchy, taxonomy, and security.
- Use web programming skills and technical web development tools (e.g., PHP, JavaScript, HTML, CSS, Adobe, DreamWeaver, PhotoShop) to design, code, test, implement, and remediate custom web application software, features and associated databases that reside on or integrate with SharePoint or WordPress; including:
 - Themes, plugins, data analytics, metadata, dashboards, electronic forms, pages, site collections, web-parts, permissions, database interface reports, workflow engines, and other web assets used to assemble end-to-end solutions.
 - Application software that performs specialized functions, user interfaces, and data transformation and processing (e.g., PHP, JavaScript, HTML, CSS, and WordPress).
- Evaluate technical change requests to determine if they require architectural design, modification, or other technical changes to fit into the WSP application and multi-tiered web-based technology environment.
- Maintain web applications and code using application development industry standards, agency standards and best practices.
 - Analyze and update web based software code written by other programmers.
 - Create a path to improve the software.
 - Clearly and appropriately document technical design and application specifications, issues and results of application maintenance.

Outcomes:

The outcome of this position is to increase the agencies capability and capacity to gather, analyze, and share data information, improve collaboration, and provide quality communication services internally within the agency, and externally with local, state, and federal criminal justice agencies and the general public. This position supports these operational needs by designing, developing, testing, and implementing technical software solutions, enhancements to existing software solutions, and providing software maintenance to ensure the security and integrity of the web sites, web content is maintained, and sites function and navigate properly.

Duty: Software Consulting and Change Management: Provide operational administration of enterprise web applications.

Tasks:

- Provide liaison and consulting services to vendors, help desk support, and agency business programs.
- Provide technical break-fix and help desk support by responding to work order requests.
 - Troubleshoot problems, incidents, and defects by evaluating web application components, configurations, and interfaces.
- Coordinate with other technical staff, end users, and vendors to implement system changes.
- Respond to public disclosure requests by creating technical query scripts to extract data from databases.
- Monitor web applications and report identified changes or issues.
- Recommend new and changes to web applications, governance, and procedures.
- Assist content owners with organizing, storing, and reporting their business information.
- Train users how to use web applications
- Stay current with emerging technology trends, tools, and best practices.
- Provide consulting on the development and support of web capabilities.

Outcomes:

This position provides day-to-day operational support of the agency's enterprise web applications by coordinating change and release of sustainable business solutions, providing continual improvement to governance, processes and procedures, and ensuring the agencies web content is maintained and made available to the agency and to local, state and federal criminal justice agencies, and the general public.

Duty: Business Analysis: Define business and technical requirements for enterprise web application solutions.

Tasks:

- Elicit, document, and maintain business requirements from business owners and subject matter experts.

- Analyze business processes to define business rules, requirements, and acceptance criteria for web application functionality. Write analysis so that business team members understand and provide feedback about the application under analysis.
- Translate business requirements to functional, quality, and technical specifications.
- Verify that web solutions meet the business acceptance criteria and perform the way that business teams expect the software to perform.
- Model business systems using Unified Modeling Language (UML) tools and techniques, including Use Case, activity diagrams, wireframe diagrams, user stories, workflow logic charts, etc.
- Recommend web application solution options and implementation strategies to fulfill business requirements.

Outcomes:

This position ensures web solutions fulfill the agencies mission and meet the agencies business need to maintain content, communicate, collaborate, and share information internally within the agency, and externally with local, state, and federal criminal justice agencies, and the general public.

Problem Solving

What are the most complex and/or challenging issues addressed by this position? Give 3 to 4 examples and how each is resolved.

Complex/Challenging Issue	How Resolved	Frequency
Develop web application solutions.	<p>Analyze and design web application programs and application scripts that support business operations.</p> <p>Consult with technical subject matter experts to ensure a sustainable solution.</p> <p>Interact with technical staff and stakeholders to plan, and implement web application solutions that integrate with agency technical systems and COTS products.</p> <p>Communicate with stakeholders throughout the application development lifecycle.</p> <p>Create and maintain business requirement documentation.</p> <p>Make computer program and configuration changes to build new functionality in a complex multi-tiered technology environment.</p> <p>Troubleshoot problems, deficiencies, or defects in complex multi-tiered web application technology environments.</p> <p>Recommend to manager, supervisor, project manager, and stakeholders alternative solutions, suggested priorities, impact of change requests to existing technology, scope, and time.</p>	Often; when new or enhancements to web applications are requested.

	Adapt to dynamic business requirement changes.	
Manage constantly changing technical requirements and expectations from stakeholders.	<p>Communicate with stakeholders throughout the application development lifecycle.</p> <p>Create and maintain business requirement documentation.</p> <p>Design and code application software to support the business requirements and integrity and usability of the system.</p> <p>Troubleshoot problems, deficiencies, or defects in complex multi-tiered web application technology environments.</p> <p>Recommend to supervisor, project manager, and stakeholders alternative solutions, priorities, impact of change requests to existing technology, scope, and time.</p> <p>Adapt easily to changing business needs in dynamic situations.</p>	Often; when new or enhancements to web applications are requested.
Achieve excellent results under tight deadlines and conflicting priorities.	<p>Communicate with supervisor, project manager, and stakeholders to set priorities and manage expectations.</p> <p>Make computer program and configuration adjustments to correct defects or build new functionality in a complex multi-tiered technology environment.</p> <p>Plan and manage time efficiently.</p> <p>Make effective decisions within short timeframes and take appropriate action.</p>	Daily
Staying current with emerging technology trends, tools, and best practices.	<p>Perform online research on technology trends and best practices.</p> <p>Take in-person and online classes on new technology tools and techniques.</p> <p>Attend technical seminars, conferences, and training sessions and network with peers.</p>	Continuously
Decision Making		
<p><i>What duties are performed that require the position to make choices, determinations or judgments?</i></p> <ul style="list-style-type: none"> Independently design, develop, test, and troubleshoot new and existing web application components, configurations, and interfaces Independently gather and document business requirements Independently translate business requirements into technical requirements Independently validate technical solution meets or exceeds business expectations 		

- Use own judgement to prioritize daily work to meet deadlines
- Use own judgement to prioritize production emergencies over non-emergency tasks

Which decisions are sent to the next level of supervisor/manager or technical authority for recommendation/decision?

- Approving changes in project scope or priority
- Approval of tasks that do not fall into assigned work
- Actions or changes that require additional funding
- Approving application designs, enhancements, and solutions that fall outside of the architectural design standards
- Approving change requests that deviate from standards or policies
- Approving changes to policy, procedures, or standards
- Decisions relating to agency technology
- Approving new technology tools, platforms, techniques, and best practices
- Safety issues and errors, which could affect WSP employees, other government agencies, the criminal justice community, or the public

Potential Impact of Results

Describe the potential impact of error (What potentially could happen in the event that the individual were to fail to perform their job correctly?).

List who (citizens, other department/unit personnel, statewide-personnel, etc.) would be impacted and the degree of impact.

Internet; public facing web site:

- If the public facing web site failed to perform as expected, the WSP business services that rely on the public facing web site would degrade or stop; including the Washington Access To Criminal History (WATCH), Washington Request for Electronic Collision Reports (WRECR), Missing and Exploited Children Task Force (MECTF), Web Based Discovery Materials (WebDMS), AMBER Alerts, Silver Alerts, Endangered Missing Persons Advisory, Emergency Notifications and many more. This would negatively impact the WSP's ability to communicate and share information with local state and federal criminal justice agencies, and the general public, and cause the reputation and integrity of the WSP to be at risk. Alternatives for this web site would be very difficult or impossible to implement, as electronic communication has become the primary means for providing these services.
- Agency stakeholders, including prosecutors, defense attorneys, commercial vehicle operators, vendors, fire sprinkler installers, fire fighters, ignition interlock technicians, and others, depend on the public facing web site for agency information and resources needed to perform their jobs; such as completing and submitting forms, scheduling inspections, and public disclosure requests. Alternatives for sharing agency information and resources would be difficult to implement, would take longer, and could introduce security risks. This would negatively affect the WSP's ability to communicate and share information with local state and federal criminal justice agencies, and the general public, and cause the reputation and integrity of the WSP to be at risk. Alternatives for this web site would be very difficult or impossible to implement, as electronic communication has become the primary means for providing these services.

Intranet; SharePoint internal web site:

- If the internal web sites failed to perform as expected, the WSP's internal communication, would break down by limiting or removing access to the agencies central document repository; including forms, manuals, reports, directories, and announcements. Access to core agency applications, including TEMS, Central Reporting, Remedy, TAS, Moving Forward, and Incident Management Teams, would also be limited or no longer available. Business services that rely on the internal web sites would degrade or stop, including the Daily Bulletin, shared calendars and schedules, and training resources. This would negatively affect the WSP's ability to communicate and share information internally. Alternatives for these web sites would be difficult or impossible to implement as electronic communication, collaboration, and sharing of information has become the primary means for providing these services.
- Agency employees who enter, process, and report data for a variety of activities, including payroll, law enforcement contacts with the public, breath testing for driving under the influence, citation book tracking, and speed monitoring device certification, rely on the agency web sites to publish and maintain this information. Without these web sites, employees may not be able to provide accurate or timely data causing the reputation and integrity of the WSP to be at risk. Alternatives to these web sites would be difficult to implement, as electronic communication has become the primary means for supporting these services.

List what (dollars, larger systems, processes, other resources, etc.) would be impacted and the degree of impact.

- If the public facing web site failed to perform as expected, there would be no access to the WSP's revenue producing programs including the Washington Access To Criminal History (WATCH) system and the Washington Request for Electronic Collision Reports (WRECR) system, and no access available for donations to the Missing and Exploited Children Task Force (MECTF). Critical public information would not be available to local state and federal criminal justice agencies, and the general public, including, ACCESS Resources, AMBER Alerts, Silver Alerts, Endangered Missing Persons Advisory, Missing Children, Missing Persons, Press Releases, Fire Sprinklers License, Fire Works License, Report a Fire Fatality, Vehicle Inspections, Public Disclosure Requests, and WebDMS. WSP employees would not have access to TAS Anywhere, Outlook Web App, Employee Self Service, or WSP Emergency Notifications.
- If the internal web sites failed to perform as expected, there would be no access to the agencies central document repository; including forms, manuals, reports, directories, shared calendars and schedules, lists, library's, training resources, announcements. Access to core agency applications, including TEMS, Central Reporting, Remedy, TAS, Moving Forward, and Incident Management Teams would not be available. Services that rely on the internal web sites including the Daily Bulletin, would not work.

Financial Dimensions (if applicable)

Describe the type and annual amount of all monies that the position directly controls administers or manages (excluding employee salary and benefits) for example: delegated signature authority amount, invoice approval for contract expenditures.

- N/A

Lead Work/Supervisory Responsibilities

Lead Position: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> Assigns Work	<input type="checkbox"/> Instructs Work	<input type="checkbox"/> Checks Others' Work
Supervisory Position: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<input type="checkbox"/> Plans work	<input type="checkbox"/> Evaluates Performance	<input type="checkbox"/> *Takes Corrective Action
	<input type="checkbox"/> *Hires	<input type="checkbox"/> *Terminates	

(*Has the authority to effectively recommend these actions.)

List Class Title and Working Title of Position(s) Supervised	If Part Time, What %
	Part Time %.
	Part Time %.
	Part Time %.
<i>Add information that clarifies this position's lead or supervisory responsibilities.</i>	

Working Relationships

Level of Supervision received (check one). For more guidance see [Glossary of Classification Terms](#).

- Direct/Close Supervision: Most work is reviewed in progress and upon completion.
- General Supervision: Completed work is spot checked.
- General Direction: Completed work is reviewed for effectiveness and expected results.
- Administrative Direction: Completed work is reviewed for compliance with budget, policies, laws and program goals.

Add information that clarifies this position's interactions with others to accomplish work.
Interacts with business divisions and other agency technology teams and technical staff.

Continuity of Operations Plans (COOP) Designation – For Disaster or Emergency Recovery

For more information see [COOP and Critical Positions](#). For higher education, refer to your list of essential personnel.

Is this position designated critical based on agency COOP? Yes No
If yes, describe how this position supports the agency COOP Critical Functions.

Qualification – Knowledge, Skills and Abilities

Required Education, Experience or Certifications	Application (why each qualification exists)
--	---

<p>Associates or Technical Degree in Computer Science or Information Technology and two years of Information Technology experience</p> <p>OR</p> <p>Four years of Information Technology experience.</p> <p>Experience may be gained concurrently with education.</p>	<p>General understanding of Information Technology subject area.</p>
<p>Two years of experience designing, developing and administering SharePoint site collections, including workflows, navigation, site hierarchy, taxonomy, and security.</p> <p>Experience may be gained concurrently with other required skills and experience listed.</p>	<p>Technical proficiency using core technology and programming necessary to support work related tasks.</p>
<p>Two years of experience designing, developing and administering web sites using web development tools, including HTML, CSS, and JavaScript.</p> <p>Experience may be gained concurrently with other required skills and experience listed.</p>	<p>Technical proficiency using core technology and programming necessary to support work related tasks.</p>
<p>One year of experience gathering, analyzing and translating business requirements.</p> <p>Experience may be gained concurrently with other required skills and experience listed.</p>	<p>Necessary to gather business requirements and turn them into software solutions the business program will use.</p>
<p>Proficient using Microsoft Office suite, including Outlook, Word, Excel, PowerPoint, and Visio.</p>	<p>Regular use for completing normal activities and tasks.</p>
<p>Desirable/Preferred Education, Experience or Certifications</p>	<p>Application (why each qualification exists)</p>
<p>Experience as an Enterprise Site Collection Administrator for SharePoint 2019 or SharePoint Online.</p>	<p>Experience and knowledge using SharePoint environment needed to perform work tasks.</p>
<p>Experience using WordPress Content Management System.</p>	<p>Experience and knowledge using WordPress environment needed to perform work tasks.</p>
<p>Web graphics and site design experience using Adobe Creative Suite, including Dreamweaver, Photoshop, Illustrator, and Flash, and Adobe Acrobat Professional.</p>	<p>Web graphics and site design experience and knowledge needed to perform work tasks.</p>
<p>Experience using SharePoint Designer.</p>	<p>General understanding of application programming to support work related tasks.</p>
<p>Experience using Visual Studio.</p>	<p>General understanding of application programming to support work related tasks.</p>
<p>Experience using Power BI.</p>	<p>General understanding of application programming to support work related tasks.</p>
<p>Experience using the World Wide Web Consortium (W3C) standards.</p>	<p>Web standards required by OCIO.</p>
<p>Experience using Web Content Accessibility Guidelines (WCAG).</p>	<p>Accessibility guidelines required by OCIO.</p>
<p>Experience using project management methodologies such as Agile.</p>	<p>Experience and knowledge using Agile, or other project management methodology, to manage gathering requirements, developing applications, and releasing solutions that meet the business needs.</p>

Experience using PowerShell.	General understanding of application programming to support work related tasks.
Experience with Object Oriented Design.	General understanding of application programming to support work related tasks.
Experience with Web Services (REST/SOAP).	General understanding of application programming to support work related tasks.
Experience with Application Programming Interface (API's).	General understanding of application programming to support work related tasks.
Experience using PHP.	General understanding of application programming to support work related tasks.
Certificate of Capability in Business Analysis (CCBA®) or Certified Business Analysis Professional (CBAP®).	These industry standards formalize and recognize professional experience as a Business Analyst.
Experience working within a government information technology environment.	General understanding of Information Technology subject area working in a multi-agency/statewide environment.
<p><i>List the competencies (knowledge, skills, abilities and behaviors) and a description of each that are necessary to successfully perform the work of the position.</i></p> <ul style="list-style-type: none"> • Accountability – Accept personal responsibility for the quality and timeliness of work. Can be relied upon to achieve excellent results with little or no need for oversight. • Self-motivated – Balance multiple priorities, and independently seek out solutions from a variety of sources. Works effectively individually and on a team. • Customer Service Orientated – Ability to work directly with customers to define and implement needed changes; must possess a strong desire to partner with the customer to define, shape and implement solutions that benefit the agency's business objectives. • Application Development and Support – Ability to analyze, design, develop, test, and implement information applications. • Problem Solving – The ability to define business and technology issues, identify root causes, and develop strategies to resolve the problems. • Adaptability/Flexibility – Adapts easily to changing business needs, conditions and work responsibilities. Achieves successful solutions and results in dynamic situations. Anticipates and effectively communicates need for change. Copes well and help others deal with the ongoing demands of change. Proactively embraces change as a way to accomplish goals more effectively. • Communications – The ability to communicate with business and technical leaders; present compelling arguments orally and in writing; able to translate technical details for non-technical audiences; the ability to develop positive relationships with agency staff and stakeholders. • Interpersonal – Superior interpersonal skills, especially the ability to communicate, advocate, negotiate, listen and partner with a variety of individuals and groups internal and external to Washington State Patrol. This includes the ability to facilitate interagency work teams. Provide an atmosphere of positive communication. Demonstrate intelligence, open-mindedness, and fairness in any debate. Has the ability to consider new information and change direction when the facts merit it. Understands personnel policies, procedures, laws, and rules and applies them appropriately in work situations. • Safety – Adheres to safety policies; observes and reports potential hazards or breaches of safety plans while in the workplace or in the field. Follows all relevant safety policies and procedures. 	
Special Requests and Conditions of Employment	
Examples: Must possess valid drivers' license and good driving record. Must successfully pass a criminal background check.	
<ul style="list-style-type: none"> • Must be able to successfully pass a WSP polygraph examination and criminal background investigation. 	
Working Conditions	
Work Setting, including hazards	Work is performed almost exclusively indoors in an office environment. Exposure to hazards is limited to those commonly found in government office environments.
Schedule (i.e., hours and days)	This position is full time; standard business hours are Monday through Friday from 8:00 AM to 5:00 PM. Working hours are flexible, but the core hours are between 9:00 AM and 3:00 PM. Alternate shifts may be approved by supervisor.

	Occasional off-shift or weekend work may be necessary (exchange time must be pre-approved by supervisor).
Travel Requirements	Some travel is required, and is typically local, to meet with clients, conduct business, or attend training.
Tools and Equipment	Duties require the use of standard office furniture and equipment (e.g., desk, filing cabinet, computer, printer, telephone, copy machine, etc.). In addition, duties require the ability to use appropriate software security programs and tools.
Customer Relations	Must be able to conduct professional daily contact with customers via email, telephone, Web, and in person as needed.
Other	Periodic contact with individuals in uniform who carry weapons.
Acknowledgement of Position Description	
The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.	
Date	Supervisor's/Manager's Signature (required)
Date	Appointing Authority's Name and Title Enter text Signature (required)
As the incumbent in this position, I have received a copy of this position description.	
Date	Employee's Signature

Position details and related action have been taken by Human Resources as reflected below.

For Human Resource/Payroll Office Use Only			
Approved Class Title: Enter text.	Class Code: Enter text.	Salary Range: Enter text.	Effective Date: Enter a date.
Pay Scale Type: Enter text.	Job Analysis On File? Yes <input type="checkbox"/> No <input type="checkbox"/>	Position Type (Employee Group): Enter text.	EEO Category: Enter text.
Employee Sub-Group: Enter text.	Position Retirement Eligible: Yes <input type="checkbox"/> No <input type="checkbox"/>	Position is: Funded <input type="checkbox"/> Non-Funded <input type="checkbox"/>	Workers Comp. Code: Enter text.
County Code: Enter text.	Business Area: Enter text.	Personnel Area (FEIN): Enter text.	
Position Eligible for Telework Yes <input type="checkbox"/> No <input type="checkbox"/>		Position Eligible for Flextime Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position Eligible for Compressed Workweek Yes <input type="checkbox"/> No <input type="checkbox"/>		Unique Facility Identifier (UFI) For more information see: UFI Search Feature Enter text.	

Bona Fide Occupational Qualification Yes No

If **yes**, list qualifications: Enter text.

Cost Center Codes

COST CENTER	PCT. (%)	FUND	FUNCTIONAL AREA	COST OBJECT	AFRS PROJECT	AFRS ALLOCATION
Enter text.	Enter text.	Enter text.	Enter text.	Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.	Enter text.	Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.	Enter text.	Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.	Enter text.	Enter text.	Enter text.	Enter text.

Date: Enter a date.	HR Designee's Name: Enter text.	HR Designee's Title: Enter text.	HR Designee's Signature: Enter text.
------------------------	------------------------------------	-------------------------------------	---

Date: Enter a date.	Budget Designee's Name: Enter text.	Budget Designee's Title: Enter text.	Budget Designee's Signature: Enter text.
------------------------	--	---	---