

Human Resources Memorandum

SUBJECT: Duty Statement Project - Final Reminder	NUMBER: HRB 17-008
	DATE ISSUED: March 21, 2017
DISTRIBUTION: Managers and Supervisors	EXPIRES: N/A

As a follow up and reminder to our February 2014 HR memo regarding updating duty statements ([HR Memo 14-013](#)), the Human Resources Branch (HRB) has developed a duty statement template to ensure the essential functions of positions are documented when managers and supervisors are preparing duty statements. This may include new or existing vacant positions, or when revising current employee duty statements. The purpose of a duty statement is to identify essential and non-essential functions that are assigned to a specific job. Additionally, a duty statement identifies reporting relationships and may also describe required qualifications, minimum requirements, working conditions, and desirable qualifications.

Following the February 2014 request, a subsequent request was issued on June 1, 2016 stating HRB would like to accomplish the task of updating duty statements within sixty days. To date, there are a substantial number of duty statements that have not been converted.

To assist in completing this project, HRB will send you a list of staff for which there are outstanding updated duty statements. All duty statements must be updated and sent to your assigned Personnel Analyst by Friday, April 14, 2017. If you directly report to Chuck Bonham or Kevin Hunting, please send your duty statement highlighting any changes you have made directly to Terri Trim, Branch Chief, HRB for review.

For your reference, links to the HR Memo 14-013, Duty Statement Template and Sample Duty Statement are listed below. Human Resources are available through your personnel analyst to provide assistance in answering questions or support for completing the duty statement revision process.

Links:

HR Memo: [HR Memo 14-013](#)

Duty Statement Template:

<http://dfgintranet/Portal/LinkClick.aspx?fileticket=2VezlxOa780%3d&tabid=493>

Sample Duty Statement:

<http://dfgintranet/Portal/LinkClick.aspx?fileticket=DR60FuCsq2k=&tabid=493>