

## SUBPART F - JOB ANALYSIS

WV408.51(c)

### WV408.50 General

(a) In filling a position using competitive procedures, worksheets 1, 2, 2a, a position description, key tasks (see WV408.51), AD-332, SF-52 and an AD-734 are to be submitted by the selecting official (AC or Principal Staff Member) to the State Conservationist for approval to fill the position. Block 20 of Form AD-332 must be signed by the immediate supervisor, or someone designated in writing to act as the supervisor. The Personnel Section will complete the rest of the form and will certify classification.

### WV408.51 Job analysis procedure

(c) The key tasks of the position to be included on the vacancy announcement should include specific information about the position that distinguishes it from normal duties of a like position. Example: A district conservationist is responsible for planning farms that average 500 acres and apply conservation measures such as animal waste systems, ponds, springs, etc. This section should also include the complexity of the office and the varied conservation programs, where applicable. Include key tasks on a separate sheet of paper.

WV408-17(1)