

**POSITION DESCRIPTION, DPA-Form 30-State  
Commonwealth of Massachusetts**

				POSITION TITLE CODE	
1. POSITION TITLE			AGENCY		
2. APPROPRIATION/AGENCY CODE	POSITION NO.	REQUISITION NO.	SALARY	DATE PREPARED	
3. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES					
4. SUPERVISION RECEIVED (Name and title of person from whom incumbent receives direction)					
5A. DIRECT REPORTING STAFF			5B. THEIR STAFF		

6. DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES

7. QUALIFICATIONS REQUIRED AT HIRE (List knowledges, skills, abilities)

8. QUALIFICATIONS ACQUIRED ON JOB (List knowledges, skills, abilities)

9. MINIMUM ENTRANCE REQUIREMENTS

10. LICENSE AND/OR CERTIFICATION REQUIREMENTS

REMARKS

\_\_\_\_\_  
SIGNATURE OF APPOINTING AUTHORITY

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
AGENCY

\_\_\_\_\_  
PREPARED BY

\_\_\_\_\_  
INITIALS OF INCUMBENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
INITIALS OF SUPERVISOR

\_\_\_\_\_  
DATE