

Job Description

Read instructions carefully. Use continuation sheets if necessary.

Name (Last) (First) (MI)		Classification Title		Code
Department		Phone Ext.	Working Title	
Directorate	Bldg./Room	Start Date	In Present Job	Hrs/Wk
Supervisor		Supervisor's Title		Description Date

% Time	Characteristic Tasks Frequencies (in order of importance)

Responsibility, including method and frequency with which the work is reviewed, checked, supervised, or priorities set.

Functional relationship to other workers and users of the product or service involved.

Responsibility, if any, for planning, scheduling, assigning, or overseeing the work of others.

Special skills, knowledge, or training required, including tools or equipment used.

Unusual working conditions.

I believe the preceding description adequately describes this job.

Supervisor _____ Date: _____
(Signature)

The employee shall review the job description provided by the supervisor and may revise it in light of his/her knowledge of the job, and then discuss any differences with the supervisor to achieve agreement. If appropriate, the worker may involve his/her steward in these discussions. If there is an unresolved disagreement, the worker's description should be attached.

Employee _____ Date: _____

(Signature)

Use this page for continuation, if necessary.