

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION		DWR POSITION NUMBER		SAP POSITION NUMBER	MCR
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION		
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: Supervisory Related BU: Confidential Related BU: Rank and File BU:					
RESPONSIBILITIES EXERCISED Supervisory Lead Person		IMMEDIATE SUPERVISOR (Print)		SUPERVISOR'S CLASSIFICATION	
APPROVED BY (Personnel Analyst's Name)				DATE	
<i>Percent of Time</i>	<i>Activity</i>				
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.					
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE ➤		DATE	
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.					
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE ➤		DATE	

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