



<b>9. Percentage (%) of time performing duties:</b>	<b>10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.</b> <p style="text-align: center; margin: 20px 0;"><b>MARGINAL FUNCTIONS</b></p> <p style="text-align: center; margin: 300px 0;"><b>ADDITIONAL EXPECTATIONS</b></p>	
<b>11. SUPERVISOR’S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:</b>		
<b>PRINT EMPLOYEE NAME:</b>	<b>EMPLOYEE SIGNATURE:</b>	<b>DATE:</b>
<b>PRINT MANAGER/SUPERVISOR NAME:</b>	<b>MANAGER/SUPERVISOR SIGNATURE:</b>	<b>DATE:</b>
<b>HR APPROVAL:</b>		