

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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