CALIFORNIA PRISON INDUSTRY AUTHORITY
DUTY STATEMENT

1. **Institution/Division/Office:**	2. **Unit/Industry/Enterprise:**
3. **Classification Title:**	4. **Proposed Incumbent (if known):**
5. **Current Position Number (Agency-Unit-Class-Serial):**	6. **Effective Date:**

7. **Briefly (1 or 2 sentences) describe the position's organization setting and major functions:**

8. **Work Schedule:**

9. **Percentage (%) of time performing duties:**	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.**
	ESSENTIAL FUNCTIONS
	(Continued on Page Two)

9. Percentage (%) of time performing duties:	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.
	MARGINAL FUNCTIONS
	ADDITIONAL EXPECTATIONS

11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:		
PRINT EMPLOYEE NAME:	EMPLOYEE SIGNATURE:	DATE:
PRINT MANAGER/SUPERVISOR NAME:	MANAGER/SUPERVISOR SIGNATURE:	DATE:
HR APPROVAL:		