

## JOB DESCRIPTION AND POSITION CLASSIFICATION

|  |                 |   |                                |                         |
|--|-----------------|---|--------------------------------|-------------------------|
| CLASSIFICATION   |                 | DWR POSITION NUMBER   | SAP POSITION NUMBER            | MCR                     |
| APPOINTEE  |                 | SAP PERSONNEL NO.   | DIVISION/SECTION               |                         |
| COLLECTIVE BARGAINING IDENTIFIER<br>Management Related BU: _____ |                 | Supervisory Related BU: _____   | Confidential Related BU: _____ | Rank and File BU: _____ |
| RESPONSIBILITIES EXERCISED<br>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:  |                 | <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>   |                                |                         |
| SUPERVISOR'S NAME (Print)  |                 | SUPERVISOR'S SIGNATURE  | DATE                           |                         |
|  |                 | ➤   |                                |                         |
| EMPLOYEE'S STATEMENT:  |                 | <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b> |                                |                         |
| EMPLOYEE'S NAME (Print)  |                 | EMPLOYEE'S SIGNATURE  | DATE                           |                         |
|  |                 | ➤   |                                |                         |

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|                        |                 |                     |                     |     |