

DUTY STATEMENT

Civil Service Classification:	
Working Title:	Position Number:
Unit:	COI Classification <input type="checkbox"/> Yes <input type="checkbox"/> No
Section:	Telework Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No
Branch:	Maximum Number of Telework Days:
Division:	Bilingual Fluency (Specify language):
Program:	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely and efficient manner, and, adhere to departmental policies and procedures regarding attendance and conduct.

Job Summary:**Supervision Received:**

- | | |
|--|---|
| <input type="checkbox"/> Under close supervision | <input type="checkbox"/> Under direction |
| <input type="checkbox"/> Under supervision | <input type="checkbox"/> Under general direction |
| <input type="checkbox"/> Under general supervision | <input type="checkbox"/> Under administrative direction |

Of the (enter supervisor classification):**Supervision Exercised:**

- | | |
|--|--|
| <input type="checkbox"/> Multi-disciplinary Staff (Check all that apply) | <input type="checkbox"/> Non-Supervisory Classification / None |
| <input type="checkbox"/> Clerical Staff | <input type="checkbox"/> Professional Staff |
| <input type="checkbox"/> Analytical Staff | <input type="checkbox"/> Supervisory Staff |
| <input type="checkbox"/> Technical Staff | <input type="checkbox"/> Managerial Staff |

The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

Description of Duties:

Percent of Time	Essential Functions

Description of Duties:

Percent of Time	Essential Functions
Percent of Time	Marginal Functions

Special Requirements:

- Medical Evaluation/Clearance Background Check/Fingerprinting Clearance
 Typing Certificate Other:
 Valid CA License (Please Specify Type):

Desirable Qualifications:

Working Conditions (Check all that apply):

- Prolonged Periods of: Travel May be Required:
 Bending Sitting Occasional Over Night
 Kneeling Standing Call Center
 Requires Lifting of Heavy Objects up to:

Acknowledgements:

Human Resources Acknowledgement: The Human Resources Division has reviewed and approved this duty statement as of _____.

Employee Acknowledgement: I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Print Employee's Name	Employee's Signature	Date Signed

Supervisor Acknowledgement: I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Print Supervisor's Name	Supervisor's Signature	Date Signed