

## JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION		DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
APPOINTEE		SAP PERSONNEL NO.	BRANCH/SECTION	
COLLECTIVE BARGAINING IDENTIFIER				
Management Related BU: <input type="checkbox"/>		Supervisory Related BU: <input type="checkbox"/>	Confidential Related BU: <input type="checkbox"/>	Rank and File BU: <input type="checkbox"/>
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> 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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