

JOB DESCRIPTION AND POSITION CLASSIFICATION

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|--|-----------------|---|--------------------------------|-------------------------|
| 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> | | | |
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| 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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