## CALIFORNIA PRISON INDUSTRY AUTHORITY **DUTY STATEMENT**



1.	1. Institution/Division/Office:		2.	Unit/Industry/Enterprise:				
3.	3. Classification Title:		4.	Proposed Incumbent (if known):				
5.	5. Current Position Number (Agency-Unit-Class-Serial):		6.	Effective Date:				
7.	Briefly (1 or 2 sentend	l iefly (1 or 2 sentences) describe the position's organization setting and major functions:						
8.	Work Schedule:	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	10. Indicate the duties and	responsibilities assigned to the position and the per	centage (%) of time spent for each. Group				
time performing duties:	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:		OPY OF THE DUTY STATEMENT: EMPLOYEE SIGNATURE:	DATE:				
PRINT MANAGER/SUPERVISOR NAME:		MANAGER/SUPERVISOR SIGNATURE:	DATE:				
HR APPROVAL:			<u> </u>				