## CALIFORNIA PRISON INDUSTRY AUTHORITY





1.	1. Institution/Division/Office:			Unit/Industry/Enterprise:				
3.	3. Classification Title:			Proposed Incumbent (if known):				
5.	5. Current Position Number (Agency-Unit-Class-Serial):			Effective Date:				
7.	Briefly (1 or 2 sentences) describe the position's organization setting and major functions:							
8.	Work Schedule:							
	Percentage (%) of							
	time performing duties:	related tasks under the same percentage (%) with the highest percentage (%) listed first.						
		ESSENTIAL FUNCTIONS						
		(Continued on Page Two)						

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time performing	related tasks under the same percentage (%) with the highest percentage (%) listed first.					
duties:	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:		EMPLOYEE SIGNATURE:	DATE:			
PRINT MANAGER/SUPERVISOR NAME:		MANAGER/SUPERVISOR SIGNATURE:	DATE:			
HR APPROVAL:						