

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

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>				
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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