

**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		IMMEDIATE SUPERVISOR (Print)		SUPERVISOR'S CLASSIFICATION	
Supervisory      Lead Person					
APPROVED BY (Personnel Analyst's Name)				DATE	
<i>Percent of Time</i>	<i>Activity</i>				
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>					
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE		DATE	
>					
<b>EMPLOYEE'S STATEMENT: 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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