

DUTY STATEMENT

1. Institution/Division/Office:	2. Unit/Industry/Enterprise:
3. Classification Title:	4. Proposed Incumbent (if known):
5. Current Position Number (Agency-Unit-Class-Serial):	6. Effective Date:
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions:	
8. Work 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.
<p style="text-align: center;">ESSENTIAL FUNCTIONS</p>	
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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.

MARGINAL FUNCTIONS

ADDITIONAL EXPECTATIONS

12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:

DATE:

DATE:

HR APPROVAL: