

**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;"><b>ESSENTIAL FUNCTIONS</b></p>	
(Continued on Page Two)	

<b>9. Percentage (%) of time performing duties:</b>	<b>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.</b>	
	<b>MARGINAL FUNCTIONS</b>	
	<b>ADDITIONAL EXPECTATIONS</b>	
<b>11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:</b>		
<b>PRINT EMPLOYEE NAME:</b>	<b>EMPLOYEE SIGNATURE:</b>	<b>DATE:</b>
<b>PRINT MANAGER/SUPERVISOR NAME:</b>	<b>MANAGER/SUPERVISOR SIGNATURE:</b>	<b>DATE:</b>
<b>HR APPROVAL:</b>		