

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>	
<p>(Continued on Page Two)</p>	

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.
	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:	