

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Research Data Analyst II	OFFICE/BRANCH/SECTION District 11/Traffic Operations/Traffic Safety & Operations Branch	
WORKING TITLE Research Analyst	POSITION NUMBER 911-350-5731-001	REVISION DATE 07/15/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general supervision of the Senior Transportation Engineer, Caltrans (District Traffic Safety Branch Chief), the Research Data Analyst II (Research Analyst) independently performs the more difficult, varied, and complex research, statistical, and analytical assignments supporting the District 11 Traffic Safety & Operations Branch. The incumbent collects, validates, analyzes, and interprets transportation data from multiple sources to support traffic operations, safety programs, statewide reporting, and management decision-making. This position develops analytical tools, reports, dashboards, and data visualizations; evaluates program performance and data quality; and provides recommendations that support operational planning, continuous process improvement, and compliance with Department policies and program objective.

CORE COMPETENCIES:

As a Research Data Analyst II, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Prosperity - Collaboration)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety - Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Equity - Integrity)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Employee Excellence - People First)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Employee Excellence - Pride)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Employee Excellence - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Equity - Innovation)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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35%	E	RESEARCH AND DATA ANALYSIS Performs complex quantitative and qualitative research by collecting, validating, integrating, analyzing, and interpreting structured and unstructured transportation data from multiple sources to support traffic operations, safety programs, and statewide reporting requirements. Develops, maintains, and enhances analytical tools, databases, and reporting processes using Microsoft Access, Excel, FileMaker Pro, and other approved applications. Evaluates data quality, identifies trends, anomalies, and performance measures, and independently researches, validates, formats, and organizes information to support ad hoc analytical requests, traffic forecasting, operational studies, and management decision-making. Prepares reports, dashboards, charts, tables, and other data visualizations that communicate analytical findings and recommendations to technical and non-technical audiences. Maintains files and provides needed technical assistance to the lead-worker or other functional groups or Branch sections.
20%	E	TRANSPORTATION DATA AND REPORTING Maintains and analyzes statewide Traffic Operations databases, including FileMaker Pro, Microsoft Access, Transportation Safety and Mobility Information System (TSMIS), and other data management systems used to support Traffic Investigation Reports (TIRs), operational reporting, and program performance. Monitors production metrics, workload distribution, backlog status, report completion, and program activity by validating data accuracy, identifying inconsistencies, evaluating trends, and ensuring the completeness and integrity of statewide reporting information. Compiles analytical reports and performance metrics that assist management in monitoring program effectiveness, workload planning, and continuous process improvement. Provides technical support regarding data integrity, reporting procedures, and analytical methodologies to District staff and other program areas. Performs other support duties as required, such as maintaining branch equipment inventory and identifying what needs servicing and replacing.
15%	E	PROJECT COORDINATION Coordinates and conducts analytical projects and activities involving multiple transportation data sources by developing data models, analytical methodologies, dashboards, and visualizations that support business and operational needs. Evaluates data collection processes, identifies data limitations and system issues, researches alternative analytical approaches, and recommends improvements that enhance data quality, reporting efficiency, and business processes. Collaborates with Headquarters (HQ), District staff, local agencies, and other stakeholders to ensure analytical products meet program objectives and support informed decision-making.
10%	E	TRAFFIC OPERATIONS Researches, analyzes, and evaluates highway signing, striping, traffic control, and roadway inventory information by reviewing engineering data, operational information, applicable standards, and Department policies, including the California Manual on Uniform Traffic Control Devices (CA MUTCD). Performs analytical reviews of requests received from internal and external stakeholders, identifies potential operational impacts, validates supporting information, and prepares recommendations and supporting documentation for engineering review. Conducts field observations, as necessary, to verify data accuracy and support the development of analytical findings that assist engineering staff in implementing safe and effective traffic control improvements.
10%	E	TRAFFIC FORECASTING Develops and evaluates traffic forecasting information and statewide functional classification data by researching historical trends, validating data received from local agencies, analyzing maintained mileage information, and preparing reports that support statewide transportation planning and reporting requirements. Reviews, analyzes, and processes functional classification requests to ensure data accuracy, consistency, and compliance with Department policies, Federal requirements, and established analytical methodologies. Provides technical consultation to District staff, HQ, and local agencies regarding data requirements, reporting processes, and analytical findings.

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10%	M	OTHER RELATED RESPONSIBILITIES Supports special studies and program initiatives by researching transportation trends and preparing analytical summaries, presentations, training materials, maps, and statistical reports related to bicycle, pedestrian, and multimodal transportation programs. Assists with Regional Bicycle Map and Statewide Bicycle Route Map updates by analyzing available transportation data and supporting program documentation. Reviews information related to public inquiries, maintenance requests, reports, plans, permit applications, and other program documents to ensure analytical accuracy, consistency, and completeness. Participates on committees, workgroups, and special projects to support continuous process improvement and departmental initiatives.
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¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS The incumbent does not supervise others but may have lead responsibilities, work on multidisciplinary teams, or have primary responsibility for specific projects or activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS KNOWLEDGE: The incumbent must possess knowledge of research methods, principles, concepts, terminology, and analytical techniques used to plan and conduct studies and investigations involving structured and unstructured data. The incumbent must have knowledge of data collection, validation, management, analysis, and interpretation; research design and experimental design principles; trend analysis, forecasting, program evaluation, and problem-solving techniques; database concepts; practices used to ensure data quality, integrity, and the secure handling of confidential information; and basic and advanced mathematical and descriptive statistical methods. The incumbent must also possess knowledge of software used to prepare spreadsheets, reports, charts, dashboards, tables, and other analytical products, as well as Department policies, procedures, transportation-related data systems, and business processes applicable to the assigned program area.

ABILITY: The incumbent must be able to independently plan, organize, and conduct difficult research and analytical assignments by researching, gathering, compiling, querying, mining, validating, manipulating, analyzing, and interpreting structured and unstructured data from multiple sources. The incumbent must be able to apply formal research methods and analytical principles; design and validate studies; conduct and interpret descriptive statistical analyses; evaluate quantitative and qualitative data; and develop logical conclusions, recommendations, and innovative solutions that support program evaluation, operational planning, and management decision-making. The incumbent must be able to reason logically and creatively; identify required data, information, materials, and resources needed to complete analytical projects; evaluate alternatives; identify opportunities for continuous process improvement; and resolve complex research and data-related problems using a variety of analytical techniques. The incumbent must communicate effectively, both orally and in writing; prepare clear, concise reports, presentations, dashboards, charts, and other analytical products; establish and maintain effective working relationships; collaborate with multidisciplinary teams; consult with and advise management and stakeholders on analytical matters; recognize when issues should be elevated to management; and effectively manage multiple assignments while adapting to changing priorities and meeting established deadlines.

ANALYTICAL REQUIREMENTS: The incumbent exercises independent analytical judgment in planning, organizing, and conducting difficult research and statistical assignments in support of Traffic Safety & Operations programs. Assignments require evaluating business and operational needs; determining appropriate research methods and analytical approaches; designing and validating studies; assessing the accuracy, completeness, reliability, and integrity of data; identifying trends, relationships, and operational impacts; and developing logical conclusions and evidence-based recommendations. The incumbent analyzes information from multiple transportation data sources, evaluates alternatives, resolves complex data issues, and develops analytical products that support operational planning, program evaluation, statewide reporting, and management decision-making. The incumbent is expected to identify opportunities for continuous process improvement, recommend innovative solutions, and effectively communicate significant analytical findings, issues, and recommendations to management and other stakeholders.
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR The incumbent exercises independent judgment in planning, organizing, and completing complex research and analytical assignments in accordance with Department policies, established procedures, and professional analytical standards. The incumbent is responsible for ensuring the accuracy, integrity, completeness, and timeliness of data analyses, reports, forecasts, dashboards, and other analytical products that support Traffic Safety & Operations programs, statewide reporting, program evaluation, and management decision-making. The incumbent independently evaluates data, identifies trends and data discrepancies, develops logical conclusions and recommendations, and recommends improvements to analytical processes and reporting methods. The incumbent is expected to recognize issues requiring management attention and communicate significant findings, risks, and recommendations in a timely manner. Errors in research, analysis, interpretation, or reporting could result in

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inaccurate information, ineffective management decisions, inefficient use of resources, delays in program delivery, reduced data integrity, or diminished confidence in analytical products used to support Department operations and statewide reporting requirements.

PUBLIC AND INTERNAL CONTACTS

The incumbent establishes and maintains effective working relationships with staff at all organizational levels within the Department, including District and HQ program staff, to exchange information, coordinate analytical activities, and provide technical assistance related to assigned programs. The incumbent also communicates with local agencies and other public entities to obtain, validate, and clarify data supporting research, statewide reporting, and transportation program activities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent performs the essential functions of the position primarily in an office environment using a computer, keyboard, telephone, and other standard office equipment. The position requires prolonged computer use, frequent communication, and occasional movement throughout the office and to meeting or field locations in the performance of assigned duties. The position requires the ability to analyze and interpret data, apply logical reasoning and sound judgment, prioritize and manage multiple assignments, adapt to changing priorities, and complete work accurately within established timeframes. The incumbent must be able to review detailed information, identify and resolve problems, and prepare accurate reports, analyses, and other work products. The incumbent must communicate effectively and professionally with individuals from diverse backgrounds, establish and maintain effective working relationships, exercise discretion when handling sensitive information, and maintain professionalism while responding to changing priorities and competing deadlines.

WORK ENVIRONMENT

The incumbent primarily works in a climate-controlled office environment with artificial and natural lighting, using a computer and standard office equipment. The position requires prolonged use of a computer, keyboard, and monitor while conducting research, analyzing data, preparing reports, and developing analytical products. The incumbent may be required to attend meetings and occasionally travel to District offices, local agency facilities, or field locations to gather or validate information, conduct observations, or support program activities. Field work may involve exposure to traffic, uneven terrain, varying weather conditions, noise, dust, and other environmental conditions commonly associated with transportation facilities. A valid California driver's license is required when operating a State or personal vehicle on official business.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Research Data Analyst I	OFFICE/BRANCH/SECTION District 11/Traffic Operations/Traffic Safety & Operations Branch	
WORKING TITLE Research Analyst	POSITION NUMBER 911-350-5729-XXXX	REVISION DATE 07/13/2026

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the direct supervision of the Senior Transportation Engineer, Caltrans (District Traffic Safety Branch Chief), the Research Data Analyst I (Research Analyst) performs entry and first journey-level research, statistical, and analytical assignments in support of the District 11 Traffic Safety & Operations Branch. The incumbent collects, validates, organizes, analyzes, and interprets transportation data from multiple sources to support traffic operations, safety programs, statewide reporting, transportation planning, and program activities. The incumbent prepares reports, dashboards, and other analytical products; monitors data quality and program performance; and provides analytical support to assist in evaluating transportation programs, improving business processes, and supporting operational and management decision-making.

CORE COMPETENCIES:

As a Research Data Analyst I, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Prosperity - Collaboration)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Safety - Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Equity - Integrity)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Employee Excellence - People First)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Employee Excellence - Pride)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Employee Excellence - Collaboration)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety - Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Equity - Innovation)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

POSITION DUTY STATEMENT

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35%	E	RESEARCH AND DATA ANALYSIS Performs quantitative and qualitative research by collecting, compiling, validating, organizing, analyzing, and interpreting structured and unstructured transportation data from multiple sources to support traffic operations, safety programs, and statewide reporting requirements. Develops and maintains reports, databases, spreadsheets, dashboards, and other analytical tools using Microsoft Access, Excel, FileMaker Pro, and other approved applications. Reviews data for completeness and accuracy, identifies trends and data discrepancies, and prepares reports, charts, tables, and other analytical products that support traffic forecasting, operational studies, program monitoring, and management decision-making. Maintains files and provides analytical support to the lead worker and other Branch staff.
20%	E	TRANSPORTATION DATA AND REPORTING Maintains Traffic Operations databases, including FileMaker Pro, Microsoft Access, Transportation Safety and Mobility Information System(TSMIS), and other program databases used to support Traffic Investigation Reports (TIRs), operational reporting, and statewide reporting requirements. Collects, validates, updates, and analyzes program information; monitors workload and production data; and prepares recurring reports and analytical summaries. Identifies data inconsistencies and assists with improving reporting processes and maintaining data quality. Performs other support activities, including maintaining branch equipment inventory and related records.
15%	E	PROJECT SUPPORT Participates in research and analytical projects involving multiple transportation data sources by collecting, organizing, validating, and analyzing information using established research methods and analytical techniques. Assists with developing reports, dashboards, data visualizations, and other analytical products that support program objectives. Identifies data issues, researches available information, and provides analytical support to improve reporting processes, data quality, and business operations.
10%	E	TRAFFIC OPERATIONS Researches and analyzes highway signing, striping, traffic control, and roadway inventory information by reviewing engineering data, operational information, Department policies, and applicable standards, including the California Manual on Uniform Traffic Control Devices (CA MUTCD). Reviews requests received from internal and external stakeholders, validates supporting information, prepares analytical summaries, and conducts field observations, as needed, to support engineering staff in evaluating traffic operational needs
10%	E	TRAFFIC FORECASTING Collects, reviews, and analyzes traffic forecasting information, maintained mileage data, and functional classification information received from local agencies and Department databases. Assists with reviewing and processing functional classification requests, validating supporting documentation, and preparing reports that support statewide reporting requirements and transportation planning activities.
10%	M	OTHER RELATED RESPONSIBILITIES Supports special studies and program activities by researching transportation trends and preparing reports, presentations, maps, and statistical summaries related to bicycle, pedestrian, and multimodal transportation programs. Assists with updates to Regional Bicycle Maps and the Statewide Bicycle Route Map and reviews reports, plans, maintenance requests, permit applications, and other program documents for completeness, consistency, and analytical accuracy. Participates on committees, workgroups, and special projects as assigned.

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MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS
The incumbent does not supervise others.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
KNOWLEDGE:
The incumbent must possess knowledge of research methods, principles, concepts, and terminology used to collect, validate, organize, analyze, and interpret structured and unstructured data. The incumbent must have knowledge of data analysis methods and techniques, basic statistical and mathematical principles, trend analysis procedures, methods used to plan studies and investigations, software used to prepare spreadsheets, reports, charts, tables, and other analytical products, and Department policies, procedures, and transportation-related data systems applicable to the assigned program area. Knowledge of time management principles is required to effectively prioritize assignments and meet established deadlines.

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ABILITY:

The incumbent must be able to research, gather, compile, validate, analyze, and interpret structured and unstructured data using established research methods and analytical techniques. The incumbent must be able to conduct descriptive statistical analyses, prepare research and analytical reports, evaluate alternatives, develop logical conclusions and recommendations, and communicate findings effectively. The incumbent must establish and maintain effective working relationships, collaborate with multidisciplinary teams, manage multiple assignments, adapt to changing priorities, and complete work accurately within established time-frames while exercising sound judgment and seeking guidance on complex issues.

ANALYTICAL REQUIREMENTS:

The incumbent performs research and analytical assignments by applying established research methods and analytical techniques to collect, organize, validate, analyze, and interpret transportation data. Assignments require evaluating information from multiple data sources, identifying trends and data discrepancies, preparing analytical reports, and supporting program activities and statewide reporting requirements. The incumbent exercises sound judgment in completing assigned work, evaluating alternatives, developing conclusions and recommendations, and communicating findings to the supervisor and program staff. More complex analytical issues and policy matters are referred to the supervisor or higher-level staff.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent exercises sound judgment in planning, organizing, and completing assigned research and analytical work in accordance with Department policies, established procedures, and supervisory guidance. The incumbent is responsible for ensuring the accuracy, completeness, integrity, and timeliness of data collection, analyses, reports, and other analytical products that support Traffic Safety & Operations programs, statewide reporting, and program activities. The incumbent identifies data discrepancies, evaluates alternatives, develops conclusions and recommendations, and communicates significant issues to the supervisor or higher-level staff, as appropriate. Errors in data collection, analysis, interpretation, or reporting could result in inaccurate information, delays in program activities, reduced data quality, inefficient use of resources, or unreliable analytical products that may affect program operations, statewide reporting, and management decision-making.

PUBLIC AND INTERNAL CONTACTS

The incumbent establishes and maintains effective working relationships with staff at all organizational levels within the Department, including District and HQ program staff, to exchange information, coordinate analytical activities, and provide technical assistance related to assigned programs. The incumbent also communicates with local agencies and other public entities to obtain, validate, and clarify data supporting research, statewide reporting, and transportation program activities.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent performs the essential functions of the position primarily in an office environment using a computer, keyboard, telephone, and other standard office equipment. The position requires prolonged computer use, frequent communication, and occasional movement throughout the office and to meeting or field locations in the performance of assigned duties. The position requires the ability to review, analyze, and interpret data; apply logical reasoning and sound judgment; prioritize and complete multiple assignments; adapt to changing priorities; and prepare accurate reports and other analytical work products within established timeframes. The incumbent must communicate effectively and professionally, establish and maintain effective working relationships with individuals from diverse backgrounds, exercise discretion when handling sensitive information, and respond appropriately to changing priorities, competing deadlines, and challenging situations while maintaining professionalism and effective working relationships.

WORK ENVIRONMENT

The incumbent primarily works in a climate-controlled office environment with artificial and natural lighting, using a computer and standard office equipment. The position requires prolonged use of a computer, keyboard, and monitor while conducting research, analyzing data, preparing reports, and developing analytical products. The incumbent may be required to attend meetings and occasionally travel to District offices, local agency facilities, or field locations to gather or validate information, conduct observations, or support program activities. Field work may involve exposure to traffic, uneven terrain, varying weather conditions, noise, dust, and other environmental conditions commonly associated with transportation facilities. A valid California driver's license is required when operating a State or personal vehicle on official business.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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