

2. List any specialized machines, tools, and equipment (including motor vehicles) you are required to use or operate (excluding general office equipment).

3. Do you supervise any employees? Yes No
If yes, complete the following:

a. If you have supervisory responsibility for civil service employees, list their names below. Please list only employees for whom you have **complete** supervisory responsibility. If you supervise more than ten (10) employees, omit their names and only list their titles showing the number of positions for each title. If you do not have complete responsibility for the work of those whom you supervise, please explain. (Attach additional sheets if necessary.)

Name

Civil Service Job Title

b. Do you supervise any student employees? Yes No

If yes, how many? ____

4. By whom is your work reviewed and approved?

5. What types of problems do you refer to your supervisor? Please give examples

6. Do you have to refer to any written instructions, letters, reports, manuals and/or other materials or documents in order to perform your assigned duties and responsibilities?

If yes, please list below: Yes No

7. Do you **independently** compose any correspondence, reports, brochures, pamphlets, publicity releases, and/or other materials or documents?

If yes, please explain: Yes No

8. Do you make recommendations or decisions relating to departmental plans, programs, methods and/or policies?

If yes, please explain: Yes No

9. Do you independently give and/or gather information over the telephone, e-mail or by face-to-face contact?

If yes, please give examples: Yes No

10. What responsibility do you have for dealing with situations that are not within standard procedures and/or guidelines?

11. Do you participate in any internal and/or external conferences, seminars, and/or meetings?

If yes, please explain: Yes No

12. Do you have any responsibility for the maintenance, processing, and/or analyses of records?

If yes, please explain: Yes No

13. Do you have responsibility for gathering data for inclusion into reports that are of an on-going nature (weekly, monthly, annually)?

If yes, please list below: Yes No

14. If there are any unpleasant or hazardous working conditions on your job, describe them and indicate how long you are exposed to them.

15. If you wish to present additional information about your job, write it here or attach additional sheets.

Incumbent's Signature _____ Date _____

Supervisor's Signature _____ Date _____