Function of the Job:

1. List, in order of decreasing importance, the assigned duties and responsibilities of your position and indicate the approximate percentage of time spent on each duty and responsibility (Attach extra sheets if necessary). Describe each duty and the objective of the activity, if it is not obvious. If possible, begin each statement with a descriptive verb in the present tense (e.g., coordinate, implement, develop, analyze, etc.). Be as specific as possible.

% of Time     DESCRIPTION OF DUTIES AND RESPONSIBILITIES

(Attach additional sheets if necessary)
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 _________