

Please describe significant changes in duties, responsibility, or complexity in your position.

**Include approximately when the changes occurred. List specific tasks that have been added or changed and when they were added or changed. List tasks that you no longer perform.*

C. PRIMARY ROLE DESCRIPTION

Please describe two or more major duties and responsibilities of your position. For each duty, include the approximate percentage of time you spend on it and indicate whether the duty is new or has changed. If you need more space, continue on page 5.

Job Duty	New Duty/Change	% of Time

Please list and describe any positions or coworkers in the department with similar scope, duties, or responsibilities, and explain how your role and responsibilities are similar to or different from theirs.
Describe decisions you have the authority to make or are responsible for.

Describe decisions that need to be referred to your supervisor or project leader.
Do you have responsibility for personnel selection, performance appraisals, and disciplinary action? If yes, please list your subordinates' names and titles.
<i>*Note: List the individuals for whom you complete and sign performance appraisals, as this is what defines you as their supervisor. If you only assign and review tasks, approve leave, and document performance—but do not complete and sign their appraisal—you may be a lead worker rather than a supervisor.</i>
Do you direct the work (e.g. train, assign, or review work) of employees you do not formally supervise? If yes, please list the employees' names and titles and describe the type of direction you give.
<i>*Include those individuals that you provide work guidance to. Are you assigning them tasks and checking what they have done? Are you helping to train them? List their names, titles, and the purpose of your direction over them.</i>
Do you recommend or have authority for the expenditure of funds? If yes, please describe your authority and list the amount.
<i>*Do you have approval/signature authority to expend state and/or federal dollars?</i>

Additional Information

D. QUALIFICATIONS - Please complete ONLY if your position requires certifications and/or a degree.

Describe your education (list all post-secondary education; if degree obtained list major; if no degree, list major or coursework, and number of years or semester hours).

List any professional licenses or certificates you hold.

List all of the career-related jobs you have held including the title, employer, brief summary of duties, and number of years the job was held.

Describe areas of knowledge or skills you have that contribute to a successful job performance.

If you have expertise in a specific area, please describe the area and your level of expertise.

List any training you have received that contributes to successful job performance.

By signing this form below, I certify that the information contained herein is a true, accurate, and a complete description of my position to the best of my knowledge. Do not sign until you are ready to submit.

Incumbent's Signature

Date Submitted

*Upon signature, this should be provided to your supervisor immediately. They will have 30 days to submit their section and forward it to your Human Resources Manager.