<table>
<thead>
<tr>
<th>Reclassification</th>
<th>New Position</th>
<th>Update</th>
<th>Position Hyperlinked to Agency Organizational Tree</th>
</tr>
</thead>
</table>

**USUAL WORKING TITLE OF POSITION**

- Permanent
- Temporary
- Intermittent

- Classified
- Unclassified

Overtime:  
- Eligible
- Exempt

If FLSA Exempt, exemption type:

**NORMAL WORKING HOURS (Explain unusual or rotating shift):**

FROM:  
TO:

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

<table>
<thead>
<tr>
<th>%</th>
<th>Job Duties in Order of Importance</th>
<th>Knowledge, Skills &amp; Abilities</th>
</tr>
</thead>
</table>

List Position Numbers & Job Titles of Positions Directly Supervised:

**SIGNATURE OF AGENCY REPRESENTATIVE**

**DATE**

ADM 4107 R 10-08  
An Equal Opportunity Employer