100-000U

POSITION DESCRIPTION

		AGENCY/DEPT ID
DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT

POSITION NUMBER
XXXXXXX

☐ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

☐ Permanent
☐ Temporary
☐ Intermittent

☐ Classified
☐ Unclassified

Overtime: ☐ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: TO:

JOB TITLE
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

JOB CODE
XXXXXX

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE