

Please review your most recent job description and:

List the essential job functions you perform in order of their importance. Typically, most jobs have 8 to 10 essential job functions that are the most critical. If you need more space, attach additional pages.

FREQUENCY	Provide the approximate percent of time you spend on each essential job function. The total of all percentages should not be more than 100 percent.		
IMPORTANCE	1 = MINOR	2 = AVERAGE	3 = CRITICAL
New Duty	Provide date that new duty was added		

Authority: Has your level of authority changed from what is indicated in your most recent job description?

For example:

YES NO

- x Decision Making Authority
- x Ensure Compliance with Laws, Codes and Standards
- x Supervisory or Lead Authority

If yes, describe changes in level of authority below

x

SUPERVISION / DIRECTION

Supervision/Direction received: Please select one of the following that best describes the type and amount of supervision that your position receives.

- My supervisor frequently checks my job activities.
- I work alone on routine or regular work assignments and check with my supervisor on routine-assignments or when in doubt as to the correct procedures to follow.
- I receive occasional supervision while working toward a definite objective that requires use of a wide range of procedures. I plan, and/or determine specific procedures or equipment required to meet assigned objectives, and I solve non-routine problems. I refer only unusual matters to my supervisor.
- I work from broad policies and towards general objectives. I refer specific matters to superior(s) only when interpretation or clarification of organizational policies is necessary.
- I work from general directives or broadly defined missions of the organization.

From whom do you receive work assignments?

Name	Title

Supervision/direction given: Do you directly supervise employees (including conducting performance evaluations)?

- YES NO

Indicate the total number of employees supervised directly: _____ and indirectly: _____

Supervision/direction given: Do you perform "Lead" duties? YES NO

List the employees you directly supervise or lead (include name, classification and status). If you supervise or lead more than ten employees, you may list only the job titles and number of people supervised:

It is the responsibility of the employee to submit completed and signed documentation to Human Resources by January 31st.

EMPLOYEE STATEMENT CONCLUSION

If there are other

