

STATE OF CALIFORNIA

JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (2-PAGES) (REV. 01/10)

| | | | | |
|---|----------------|--|-----------------------------|---|
| CLASSIFICATION | | POSITION NUMBER | MCR | RPA # |
| APPOINTEE | EFFECTIVE DATE | DIVISION/SECTION | | |
| COLLECTIVE BARGAINING IDENTIFIER | | | | |
| Management Related BU: <input type="checkbox"/> | | Supervisory Related BU: <input type="checkbox"/> | | Confidential Related BU: <input type="checkbox"/> |
| | | | | Rank and File BU: <input type="checkbox"/> |
| RESPONSIBILITIES EXERCISED | | IMMEDIATE SUPERVISOR (Print) | SUPERVISOR'S CLASSIFICATION | |
| <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person | | | | |
| APPROVED BY (Personnel Analyst's Name) | | | DATE | |

ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.

POSITION SUMMARY

Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting:

DESCRIPTION OF DUTIES

| Percent of Time (E) and (M) | Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement. |
|-----------------------------|--|
| 45%(E) | |
| 20%(E) | |

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

| | | |
|---------------------------|------------------------|------|
| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
| | ➤ | |

EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

| | | |
|-------------------------|----------------------|------|
| EMPLOYEE'S NAME (Print) | EMPLOYEE'S SIGNATURE | DATE |
| | ➤ | |

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