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**Employee's Name:**

**Position Control Number:**

**Agency/Division:**

**Activity:**

**Classification Title:**

**Working Title:**

**Prepared By:**

**Appraisal Period:** \_\_\_\_\_ to \_\_\_\_\_

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**EMPLOYEE'S SIGNATURE/DATE**

**SUPERVISOR'S SIGNATURE/DATE**

\_\_\_\_\_  
(this position description accurately reflects my current job)

\_\_\_\_\_  
(this position description reflects the employee's current job)

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**POSITION PURPOSE**

**REPORTABILITY**

Reports to:

Supervises:

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**DIMENSIONS**

Budget:

Clientele:

**POSITION  
DESCRIPTION B**

**EMPLOYEE'S NAME:**

**PCN:**

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<b>Resp. No.</b>	<b>PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS</b>	<b>Priority</b>	<b>% of Time</b>	<b>Discretion</b>
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- 1.
  - A.
  - B.
  - C.
  - D.
- 2.
  - A.
  - B.
  - C.
  - D.
- 3.
  - A.
  - B.
  - C.
  - D.
- 4.
  - A.
  - B.
  - C.
  - D.

**POSITION  
DESCRIPTION C**

**EMPLOYEE'S NAME:**

**PCN:**

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**NATURE AND SCOPE** (relationships; knowledges, skills and abilities; problem solving and creativity; and freedom to act.)

**RELATIONSHIPS**

**KNOWLEDGES, SKILLS AND ABILITIES**

**PROBLEM SOLVING AND CREATIVITY**

**FREEDOM TO ACT**