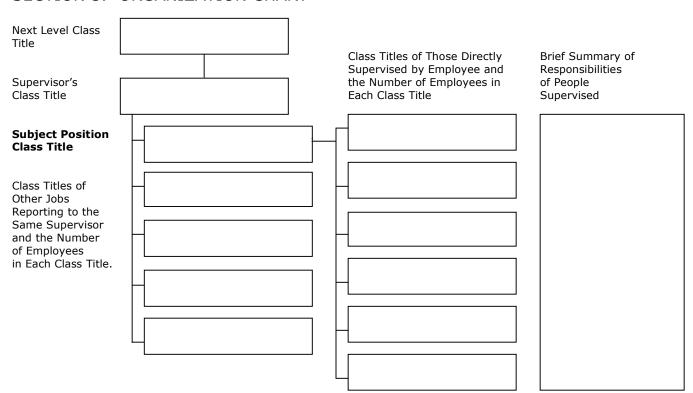


RECLASSIFICATION APPLICATION (Classified Positions) Position Description

SECTION 1. POSITION INFORMATION

Building/Department	Employee Name		Employee No.			
Classification	Work Title		Date			
Classification	Work Hele		butc			
Number of Hours	Work Year		<u> </u>			
	□ 12 mo.	□ 11 mo.	□ 10 mo.			
FLSA: Eligible for Overtime Pay?	□ 197 Days	☐ Teacher Days	☐ Student Days			
□ Yes □ No						
SECTION 2. POSITION PURPOSE						
Briefly describe the overall purpose of the position and how it functions within the organization unit.						

SECTION 3. ORGANIZATION CHART



SECTION 4. DUTIES AND ACCOUNTABILITIES

List major duties or accountability areas. Note percentage of time spent on duties or accountabilities. If this is an existing position, check (\checkmark) which duties/accountabilities are new.

% of Time	New?	
Time	(✓)	Duties/Accountabilities

SECTION 5. AUTHORITY

Indicate examples of nature and type of authority which the position exercises.

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Item	Sub	mitted by
Matters which the Desition Insumbert Submit	to ar Bafara to Others for Approve	
Matters which the Position Incumbent Submit Item		nitted by
	245	Thecea by
	I	
With whom, outside of co-workers in the and for what purpose?	work unit, must this position re	gularly come in contact
Person or Organization Contacted	Purpose	Frequency
SECTION 7. MENTAL DEMANDS Specifically describe or give an example of amount of thinking analysis and training.	of the part of the position that re	equires the greatest
Specifically describe or give an example of	of the part of the position that re	equires the greatest
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SUPERVISOR SIGNATURE	 Date			
Comment on the accuracy and completeness of position description missing and/or will help in fully understanding the position.	on. Add any items that are			
, and the position of the posi				
What do you consider the most important function(s) of this posit	ion?			
SECTION 10. SUPERVISOR REVIEW				
EMPLOYEE SIGNATURE (if position is filled)	 Date			
SECTION 9. JOB RELATED DECISION-MAKING Describe the kinds of decisions likely to be made by the position. when possible.	Indicate effect of these decisions			
SECTION 8. PLANNING Specifically describe or give examples of the kinds of planning required for the position.				