



POSITION INFORMATION

JOB TITLE		Incumbent		POSITION #		DATE	
BUSINESS TITLE		Department		Exemption		FTE	
BCAT		GRADE		Pay Plan		EEO	

GENERAL SUMMARY

--

DUTIES & RESPONSIBILITIES

#	Activity, Responsibility, or Duty	% Time	Essential Function?
1			
2			
3			
4			
5			
6			
7			

REQUIRED JOB SPECIFICATIONS

EDUCATION REQUIREMENT	
EXPERIENCE REQUIREMENT	
CERTIFICATIONS/LICENSES	
KNOWLEDGE	
SKILLS	
ABILITIES	

SCOPE

IMMEDIATE SUPERVISOR	
EXTENT OF SUPERVISION RECEIVED	
FT EMPLOYEES SUPERVISED	
POLICIES/PROCEDURES	
BUDGETARY RESPONSIBILITY	

BENCHMARKING (completed by HR)

CUPA SURVEY AND EQUIVALENT TITLE	
ERI EQUIVALENT	