



- Check reason for submitting Job Description.
- Division to which position is assigned. (Example: Academic Affairs, USAUH)
  - Department Name.
  - FOAPAL from which position is funded.
    - The currently assigned budget position number. (Leave blank if new position.)
  - Current four digit class code. (Leave blank if new position.)
    - Title of existing position. (Leave blank if new position.)
    - Recommended title of new position or reclassification. (If unsure of Proposed Job Title leave blank.)
  - Brief statement of the primary function and responsibility of the position.
    - The duties and responsibilities assigned to the position which must be performed with or without accomodation.
    - Related duties which may possibly be assigned to other positions.
      - Any additional licensure, registry, certification, typing skills or other requirements necessary to perform the essential functions of the position.
    - Equipment, tools, or machines which are utilized to perform the essential functions of the positions.
  - Name, title and phone number of the immediate supervisor of the position under review.
    - The classifications and number of employees in each classification directly supervised by the position under review.
  - Job Description form must be processed through normal administrative channels and signed by designated individuals.



OTHER DUTIES AND RESPONSIBILITIES:

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

NECESSARY SPECIAL REQUIREMENTS:

EQUIPMENT, TOOLS OR MACHINES OPERATED AND PERCENT OF TIME USED:

SUPERVISED BY:

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