

Position Specifics

Title

Incumbent

Grade

Department

FTE

Supervisor

FLSA Status

Analyst/Date

A. Position Summary (Write 3-4 sentences detailing the duties the incumbent performs and why said duties are performed.)

B. Specific Duties- (List 4-5 primary or essential duties the position performs and the accompanying percentages)

1.

2.

3.

4.

5.

C. Minimum Qualifications- (List the educational requirements and skills-sets required to perform the duties assigned to the incumbent.)

D. Additional Information

Do you supervise any Fredonia employees?

Yes

No

If so, who?

Do you make recommendations affecting the employment status of Fredonia employees?

Yes

No

If so, who?

Employee

Date

Supervisor

Date

Director

Date