



REQUEST FOR REVIEW OF EXISTING TECHNICAL-SERVICE JOB

This form and any related information should be forwarded to the designated Human Resources Representative for electronic transmittal to [Dovizia Long](#), Employee Relations Division. Transmittal to the Division confirms that the necessary approvals have been obtained for the review of the job.

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| <i>Job Title</i> | |
| <i>Code No.</i> | |
| <i>Incumbent Name(s)</i> | |
| <i>Work Unit</i> | |
| <i>Department/Area</i> | |

| | <i>Name</i> | <i>Date</i> |
|---|-------------|-------------|
| <i>Form prepared by</i> | | |
| <i>Approved by</i> | | |
| <i>Approved by Human Resources Representative</i> | | |

DUTIES AND RESPONSIBILITIES

Please list all key duties and responsibilities in the appropriate section, and indicate the approximate percentage of time spent for each. If desired, selected duties may be grouped and a composite percentage given.

| Approximate % of time | <i>Duties and Responsibilities</i> |
|--------------------------|---|
| | <u>New duties, if any:</u> |
| | <u>Continuing duties with increased responsibilities, if any (include a description of the changes):</u> |
| | <u>Continuing duties to be retained with minor revision, if any (include a description of the changes):</u> |
| | <u>Continuing duties to be retained as is, if any (NOTE: It will be assumed that any duties not listed are no longer performed):</u> |

EDUCATION AND EXPERIENCE REQUIREMENTS

| <i>Minimum level of formal education and/or specialized knowledge</i> |
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| <i>Minimum level of experience and/or on-the-job training</i> |
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SUPERVISORY CONTROL

Select one or more of the following statements which describe(s) a way in which duties and responsibilities will be carried out day-to-day.

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| | Perform under almost daily oral or written instruction from supervisor. |
| | Under immediate supervision, perform work assignments given at frequent intervals and checked regularly. |
| | Under general supervision, perform regular work assignments within standard practice. |
| | Determine own work assignments where a defined objective has been set up, requiring a wide range of procedures. |
| | Initiate broad programs under general direction, working from policies and general objectives. |
| | Other (describe): |

JOB INFORMATION

| <i>Typical materials lifted and/or moved</i> | <i>Approximate weights</i> |
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| <i>Types of equipment, machines, and/or vehicles operated</i> |
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| <i>Disagreeable working conditions, if any, e.g., dust, heat, noise, vibration, water</i> |
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| <i>Hazards, if any, e.g., chemicals, electricity, heights, hot surfaces</i> |
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ORGANIZATIONAL CHART

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graph TD; A["NAME & TITLE OF SUPERVISOR'S SUPERVISOR"] --- B["NAME & TITLE OF IMMEDIATE SUPERVISOR"]; B --- C["COMPARISON JOB, IF ANY"]; B --- D["TITLE OF THIS JOB"]; B --- E["COMPARISON JOB, IF ANY"]; D --- F["NO. OF FULL-TIME AND/OR PART-TIME EMPLOYEES DIRECTED, IF ANY"];
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OTHER INFORMATION

Office of Human Resources
Employee Relations Division
Updated May 2007