

I. Minnesota Merit System - Position Description

Submit three copies of completed position description to the Merit System. Two will be returned with allocation noted. The returned copies, one for the agency and one for the employee, are the official notice of allocation.		Make NO entries here Allocation _____ Date _____ By _____	
EMPLOYEE'S NAME:		APPRAISAL PERIOD:	
		TO	
AGENCY:		DIVISION/UNIT:	
CURRENT CLASSIFICATION TITLE:			
PREPARED BY:		PREVIOUS INCUMBENT:	
EMPLOYEE'S SIGNATURE <i>(This position description reflects my current job.)</i>		DATE	
SUPERVISOR'S SIGNATURE <i>(This position description reflects the employee's current job.)</i>		DATE	
AGENCY DIRECTOR'S SIGNATURE <i>(I have reviewed this position description.)</i>		DATE	
POSITION PURPOSE:			
Reportability: Reports to: Supervises:			
Dimensions: Budget: Clientele:			

II. Employee’s name

Discretion	% Time	Priority	Principal responsibilities, tasks and performance indicators. If more space is necessary attach copies of this sheet.

III. Employee's name

Machines or equipment used regularly in this position:

Freedom to act and problem solving:

Who reviews your work?

Knowledge, skills and abilities:

(To be completed by immediate supervisor)

Keyboard/data entry is: ___essential ___incidental to this position and requires ___% of employee's time

Employee's comments:

Supervisor's comments:

EMPLOYEE	DATE
DIRECTOR	DATE