

# Job Description Supervisory Analysis

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

**Please indicate if changes were made on the job description:**

- Job description is completely revised.
- Job description is revised with minimum changes.
- Job description has not changed.

<b>For Human Resources Use Only</b>	
Changes in job description were reviewed by:	
Name: _____	Date: _____
Comments/Action: _____	

**Purpose:** (Give an overall statement of the primary purpose of the job.)

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**Job Responsibilities:** (List in order of importance the major responsibilities of the job results to be accomplished and estimated percentage of time spent on each responsibility.)

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Indicate the scope of the authority exercised, number of people supervised and so on.

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Describe any periodic or occasional duties performed.

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Describe any unusual working conditions or physical effort involved in the job.

Give examples of typical problems solved and the type of decisions made indicating the highest level of independent action taken.

List the contacts with people (both inside and outside) that are required by this job other than the immediate supervisor and those under supervision. State nature, frequency, and method (in person, telephone, correspondence) of contact.

List the job skills required for the performance of this job. These skills should be described at the minimum acceptable level required to accomplish this job.

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Budget Officer's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Budget Review Officer's Signature \_\_\_\_\_

Date: \_\_\_\_\_