1. Present Class Title, Class Code, Pay Range, FTE:

2. Requested Classification, Class Code, Pay Range, FTE:

3. Campus: ____________________________
   College/Office: ________________________
   Department: ___________________________
   Section: ______________________________
   Unit: _________________________________

4. Geographic Location: ____________________

5. Incumbent: ___________________________

6. Immediate Supervisor (Name, Title, Pos. No.):

7. Position is: (U)
   a. New          ___  Existing          ___
   b. Vacant       ___  Encumbered        ___
   c. Temporary    ___  Permanent         ___

8. Source of Funds: (indicate %)
   General ___  Federal ___
   Special ___  Agency ___
   Trust ___  Other ___

9. Duties and Responsibilities. **Attach a detailed description of the duties and responsibilities** performed by the incumbent and assigned to this position. Refer to the Guide for Preparing APT Position Descriptions. List by major functional area, combining related assignments. Using percentages, indicate the average amount of time normally devoted to each major area of work assignment. Percentages must equal 100%. Descriptions shall be clear so that persons unfamiliar with the work can understand the nature of the job.

10. Attach a copy of the current approved organizational chart reflecting the authorized location of the position.

11. List names, class titles and position numbers of all subordinate positions (i.e., positions supervised by the subject position).

12. List equipment that is critical to work performance and hence critical to the selection process. Do not list equipment that is only incidental to or convenient for work performance.

13. Describe the nature and extent of instructions received or guidelines available for performance of assigned duties and responsibilities.

14. Describe the nature and extent of the review of the work.

15. Describe the nature, purpose and impact of contacts with units other than your own, with outside organizations and with the general public.

16. **Minimum Qualification Requirements** must conform with the respective class specifications. Minimum qualification requirements are the minimum essential qualifications required for successful performance of the job. Additional specialized requirements falling within the scope of the class specification may be specified (attach appropriate documentation):

17. **Employee Certification**: I certify that the work assignments as summarized in the foregoing have been discussed with me.

   Employee’s Signature: ________________________ Date: ______________

18. **Supervisor Certification**: I certify that the foregoing information is accurate and complete. This certification, if found to be false, may serve as the basis for disciplinary action.

   Supervisor’s Signature: ________________________ Date: ______________

**Attachments:**
- Description of Duties and Responsibilities
- Table of Organizations

**UH Form 39**
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