

Department of Human Resources

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job description certification

Date _____

Dept ID (OPR) _____ Department _____

Supervisor name _____ Empl ID _____

Employee name _____ Empl ID _____

Job title _____

I have reviewed the job description for accuracy and completeness. I certify that the description is an accurate statement of the major duties and responsibilities of this position and its organizational relationships.

Supervisor _____ Date _____

Employee _____ Date _____