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| --- | --- | --- | --- |
| 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 |  |