

**OFFICE SUPPORT SERVICES
POSITION EVALUATION FORM
ANALYST NOTES**

Approved Class: _____
 Effective Date: _____
 Analyst: _____

- I. 1. Department _____ Employee _____
2. Class. Requested _____ Position # _____
3. Action Requested: Establish new position _____ Reclass. _____ Restudy _____ Other _____
4. Discussed with: _____ Title _____ Date _____
 _____ Title _____ Date _____
 _____ Title _____ Date _____
5. Restudy _____ Flag _____ W/H _____ Non-exempt _____ Date _____

II. BRIEFLY STATE ORGANIZATIONAL PROFILE, PLACEMENT AND SUPERVISOR/TITLE:

III. PRIMARY PURPOSE(S) OF THE POSITION:

IV. BRIEFLY DESCRIBE THE ROLE (REFER TO ROLE DESCRIPTION AND EXPLAIN REASON FOR ROLE SELECTION):

V. MAJOR CHANGES IN DUTIES AND RESPONSIBILITIES OR ORGANIZATIONAL RELATIONSHIPS:

VI. EVALUATION OF DUTIES:

A. FUNCTIONS:

	Percentage	Rank	Level
Public Contact			
Records & Reports			
Composition			
Office Equipment			
Files			
Mail			
Supervision			
Other			

Overall Level

B. COMMENTS: Summarize significant information about any function which affects the level of the position. Explain variation in percentages from those listed on position description.

