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| --- | --- | --- | --- |
| Job Title: **[Job Title]** | | Date Prepared: **Month Day, YYYY** | |
| Incumbent Name: **[Name]** | | Division/Department: **[Department Name]** | |
| Reports to:  (Title & Name) | **[Manager Title]**  **[Manager Name]** | | |
|  | |  | |
| 1. Summary of Changes | | | |
| *Summary of changes* | | | |
|  | | | |
| 1. Changes to Key Job Functions | | | % of Workweek Spent  on Function |
| 1. *New/Changed Job Function*. | | | *XX%* |
| 2. *New/Changed Job Function* | | | *XX%* |
| 3. *New/Changed Job Function* | | | *XX%* |
| 4. *New/Changed Job Function* | | | *XX%* |
| 5. *New/Changed Job Function* | | | *XX%* |
| 6. *New/Changed Job Function* | | | *XX%* |

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| 1. NEW: Skills/Knowledge/Experience/Education Required |
| *New Skills/Knowledge/Experience/Education required for this position* |

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|  | **Incumbent’s Signature** |  | **Date** |
|  |  |  |  |
|  | **Immediate Supervisor/ Manager** |  | **Date** |
|  |  |  |  |
|  | **Human Resources** |  | **Date** |