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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
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| *New Skills/Knowledge/Experience/Education required for this position* |

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