

JOB CLASSIFICATION QUESTIONNAIRE -- SUPERVISORY REVIEW

To Be Completed by Immediate Supervisor

Are the statements made by this employee accurate? Yes No

Please comment on the foregoing statements of employee, indicating any inaccuracies: _____

Place an 'x' mark in the box next to the statement which best describes the position occupied by this employee:

- Simple repetitive routine.
- Repetitive but involves independent decisions in individual cases.
- Involves independent decisions on order of tasks and methods used.
- Involves independent decisions as to scope and planning of projects.

How would you characterize the level of supervision exercised over this position:

direct general administrative other, please explain _____

How would you characterize the level of supervision exercised by this position over subordinate positions:

direct general administrative other, please explain _____

What training and experience (ie. high school, college, work experience, etc.) does a person in this position need? _____

What special skills (ie. stenography, wordprocessing, database maintenance, etc.) does a person in this position need? _____

Signature of Immediate Supervisor

Date

To Be Completed by Head of Agency

Please comment on the foregoing statements of employee and supervisor, indicating any inaccuracies: _____

Signature of Head of Agency

Date