



**JOB DESCRIPTION**  
State Form 52468 (R / 5-19)  
STATE PERSONNEL DEPARTMENT

This document is used to provide a basic description of essential duties and other work elements.

|   |                    |                             |
|---|--------------------|-----------------------------|
| Employee Name   |                    | Position Number             |
| Agency  |                    | Business Unit (BU)          |
| Division  | Section / District |                             |
| Job Title   |                    | Job Code                    |
| Working Title (if different from above)   |                    |                             |
| Reports To  |                    |                             |
| Fair Labor Standards Act (FLSA) status<br><input type="checkbox"/> Non-Exempt (Overtime Eligible) <input type="checkbox"/> Exempt |                    | Effective Date (mm/dd/yyyy) |

**Summary / Objective:**

**Essential Job Responsibilities:**

**Preferred Experience:**

**Requirements:**

**Competencies:**

**Supervisory Responsibilities / Direct Reports:**

**Difficulty of Work:**

**Responsibility:**

**Personal Working Relationships:**

**Physical Effort:**

**Working Conditions:**