

DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

I. IDENTIFICATION

Official Position Title: <u>Library Technician I</u>	Official Position No.: _____
Job Location: <u>Department of Chamorro Affairs</u> <u>Guam Public Library System - Site Services/Projects/Activities Support</u> (Department/Agency) (Division) (Section/Unit)	
Name: _____ Last First Middle Initial	
Pay Grade: <u>F</u> <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Position Vacant	
Supervisor: _____ (Name of Direct Supervisor) Title of Supervisor	

II. DESCRIPTION OF DUTIES

Duty NO. or % of Time	<p>ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that MUST be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals 100%).</p> <p>(3) Order of importance, beginning with the most important.</p> <p>Mark (√ or X) one format only: <input type="checkbox"/> (1), <input checked="" type="checkbox"/> (2), <input checked="" type="checkbox"/> (3)</p>
	<i>Library Services consists of the following: Circulation Desk; Patron Registration; Reference Desk Service (General Reference/Guam Room Collection Materials/Federal Government Document); Cataloging (Printed and non-printed materials); Technical Processing (printed and non-printed materials); Services for the Blind and Physically Disabled; Interlibrary Loan; Library Statistical Report; Incoming Library Mail/Periodicals; Processing of Special McNaughton(Best Seller) Collection; Other Duties</i>
15%	Circulation Desk Service
	Assists in managing the daily operations of the entire circulation service of GPLS main facility.
	In the absence of a librarian and/or library technician supervisor, manages the daily operations of the entire circulation service of the GPLS main facility and/or branch libraries.
	Prepares the day-to-day circulations activities in accordance with the functions, services, practices and procedures of GPLS.
	Counts, calculate, and records patron attendance, and statistics of circulation/registration/overdue items/reader's assistance, etc., numbers from the 3M Detection System record and patron circulation record.
	Checks in/out and reserves library materials to patron according to GPLS policy and procedure.
	Sorts and files book cards and borrower's cards numerically and alphabetically.
	Re-sensitizes all returned material before filing.
	Issues, renews library cards according to policy.
	Maintains and updates patron file for all libraries within the system for up-to-date information.
	Maintains patron confidentiality.
	Files and inputs all registered applications for easy verification access.
	Verifies, complies, makes telephone calls, and sends out all overdue notices according to GPLS policy and procedures.
	Receives and records money collected for payments of overdue, damage and lost materials, lost card, and/or copy machines.
	Provides assistance in the use of library collection online catalog and materials, Internet/E-mail, and Computer basic.
	Provides assistance and orientation to library patrons regarding library policies, rules and regulations.
	Maintains the order, cleanliness, and overall professional appearance of the Circulation floor such as straightening up the books/non-books on the shelves, book displays, rearranging the tables and chairs, etc.
	Conducts library orientations and tours to patrons of all ages when necessary.
	Submits Treasury Deposit Reports to GPLS administrative unit.
	Submits reports/recommendations to library technician supervisor, or librarian, and/or GPLS Director when necessary.

10%	Patron Registration
	Oversees the implementation of the entire GPLS patron registration process according to GPLS Patron Registration Policy and Procedure. Duties include but are not limited to the following: (a) Checks each application against the existing registration file; (b) Assigns library card number to each applicant; (c) enters data into the registration log book and computer database; (d) types borrower's card; (e) files all application cards.
	Submits reports and or recommendation to Library Technician Supervisor, or Librarian, and/or GPLS Director when necessary.
15%	Reference Desk Service (General Reference/Guam Room Collection materials/Federal Government Documents)
	Assists in managing the daily operations of the entire reference service of GPLS main facility and/or branch libraries.
	In the absence of a Librarian and/or Library Technician Supervisor, manages the daily operations of the entire reference service of GPLS main facility and/or branch libraries.
	Provides clear and concise direction in the location of library resources and information.
	Provides assistance in the use of library collection online catalog and materials, Internet research, E-mail, and Computer basic.
	Provides directions on the use of various bibliographical indexes in printed or CD-ROM form such as SIRS, WilsonDisc, Infotrac, EBSCOHost, NewsBank, etc.
	Answers advisory questions, complex research questions, and directional questions.
	Assist patron with library equipments such as Microfilm Reader, Microfiche, printer and scanner provided by GPLS.
	Retrieves Guam materials, reference materials, current and back issues of magazines, newspapers, microfilms, microfiches, etc. for patrons.
	Maintains a clean and orderly reference division for easy accessibility.
	Performs inventory, cataloging, preservation and organization of legislative paper and documents, recorded session tapes, photographs and negatives.
	Removes, receives and processes Federal Documents according to the rules and regulations set by the Federal Depository Library Program of the United States Government Printing Office.
	Organize file and maintain a neat and orderly Federal Government Documents Room to provide easy access to patrons.
	Re-shelf requested and new reference materials in their proper places.
	Record and take attendance of all persons using the reference room and reference materials.
	Use ready reference or other research materials to provide answers to a wide range of reference questions via telephone, fax, email, or in person.
	Follow up on all requested questions or materials.
	Retrieve, secure and provide research services and reference assistance concerning archival and/or public documents concerning Guam, U.S. Government Depository collection, and other areas.
	Maintain and index by subjects containing newspaper clippings, pamphlets, brochure, programs, etc. relating to people, places, organizations, landmarks, reports, etc. of events relating to Guam, Micronesia, and the Mariana Islands in a Vertical File folder.
	Conducts library orientation and tours to patrons of all ages when necessary.
	Submits reports/recommendation to Library Technician Supervisor, or Librarian, and/or GPLS Director when necessary.
15%	Cataloging (Printed and Non-printed materials)
	Able to perform copy cataloging and cooperative cataloging (using Machine readable cataloging [MARC] bibliographic records, etc.)
	Cataloging all printed and non-printed materials acquired by/donated to the GPLS (using Library of Congress Catalog information or other applicable catalog information).
	Competent in using the printed/CD-ROM/online version of the following cataloging and classification tools; Dewey Decimal Classification (DDC), Library of Congress Classification (LC), Federal Government Classification; Book Publishing Record (BPR); Online Computer Library Center (OCLC) bibliographic records, etc.
	Browse through GPLS data to avoid duplication of records.
	Assist in original cataloging as needed.
	Submits reports and/or recommendations to library technician supervisor, or librarians and/or GPLS Director when necessary.
10%	Technical Processing (printed and non-printed materials)
	Maintain and update the database of the entire GPLS book stock and non-book stock collection for easy access to patrons.
	Process all new/donated materials according to GPLS Processing Procedures. Procedures include but are not limited to: apply accession/barcode number labels; Apply ownership status identifying Branch/Bookmobile/Institutional Libraries; Apply Book, CD/DVD, CHS and Cassette tattle tape if necessary; Type/apply date due cards, pockets, and spine labels if necessary and type shelf list cards and file.

	Verify all processed materials prior to distribution to Branch/Bookmobile/Institutional Libraries.
	Download new acquisitions (materials) MARC records into the library database.
	Submits reports/recommendations to Library Technician Supervisor, or Librarian, and/or GPLS Director when necessary.
10%	Services for the Blind and Physically Disabled
	Initiates services to new patrons by adding patron records to GPLS database.
	Works with other GPLS staff to complete service initiation according to GPLS policies and rules and regulations.
	Maintains patron confidentiality.
	Keeps current, accurate patron's on-line patron records, as address, name, and reading-interest changes become known, and maintains patron reserve lists.
	Provides assistance and orientation to library patrons regarding library policies, rules and regulations.
	Selects books and or magazines in special media for patrons.
	Searches bibliographic sources for appropriate title.
	Monitors continuing patron's service.
	Updates patron on-line records, as address, name and reading-interest changes become known.
	Provides to patron information and advice on LBPH services as well as information on services available from other related agencies and organizations.
	Check in/out all talking book cassette tapes, Braille and other related materials according to the policies and rules and regulations set by the National Library Services for the Blind and Physically Disabled (LBPH).
	Arrange all talking book tapes RC numerical order; Braille and other related materials in Dewey Decimal Classification.
	Maintain a neat and orderly LBPH Room to provide easy access to patrons.
	Remain in constant communication and correspondence with the Regional LBPH in Hawaii for replacement when needed.
	Conduct inventory of Talking Book Machines, and coordinate with Regional LBPH in Hawaii for replacement.
	Participate in outreach programs to increase community awareness of the free service.
	Assist patrons to order materials from new monthly catalogs when necessary, retrieve materials for patrons from collection; explain the steps to operate machines to new patrons; generally keep good rapport with all patrons receiving the service.
	Maintain and records new materials and/or equipments received.
	Provides inventory of materials for requests from other state libraries and mailing off excess tapes according to the National List.
	Submits reports/recommendations to Library Technician Supervisor, or Librarian, and/or GPLS Director when necessary.
5%	Interlibrary Loan
	Processes interlibrary loan requests from main branch library and all branches.
	Uses GPLS online catalog and communicates with other Guam libraries to locate and request for materials.
	Receives and prepares requested items for circulation and processes requests from other libraries for loan of local materials.
	Prepares material for return to lending library.
	Weighs and meters outgoing mail and parcels.
	Communicates with patron, local library staff, and staff of other libraries regarding interlibrary loan matters.
	Maintain all local and online interlibrary loan records.
	Prepares monthly report of interlibrary loan activity.
	Submits reports/recommendations to Library Technician Supervisor, or Librarian, and/or GPLS Director when necessary.
5%	Library Statistical Report
	From input provided by Circulation/Reference/Administration leaders, keep daily, monthly, Fiscal Year statistical report for GPLS. Report area covers information of GPLS public services, reference services, circulation, patron registration, attendance, print and non-print collections, overdue materials, survey of lost and damaged materials, periodicals, computer and internet users, and local and federal documents.
	Prepares statistical reports to meet the GPLS statistical reporting for budget, LSTA , and National Center for Educational Statistics (NCES) purposes.
	Submit reports/recommendations to Library Technician Supervisor, or Librarian, and/or GPLS Director when necessary.
5%	Incoming Library Mail, Serials/Periodicals
	Responsible for inputting all serials in accordance with library policies, MARC formatting standards, Dewey Decimal Classifications, and Library of Congress subject heading guidelines into library database.
	Assists in managing the periodical collections of local and national publications, generating reports manually or from Horizon database.

	Responsible for the receiving and distribution of all incoming mail such as, Federal Government Depository, Talking Book Tapes/Braille Serials, book/non-book donations, Guam, national, and international publications and directories, etc.
	Investigates duplicates and missing issues.
	Using Library of Congress Name Authority File and Library of Congress Subject Authority File, maintains consistency for authorized forms of subject headings and names used when cataloging.
	Keep current issues, trends, and emerging standards in cataloging.
	Responsible for receiving, processing, and distributing of all Serials/Periodicals to Branch/Bookmobile/Institutional Libraries.
	Responsible for the preparation of previous year's Guam's local newspapers, magazines, journals, etc. for binding.
	Type/Update, and compile new Serial List Index.
	Daily duties include but are not limited to: input information of all serials (journals, magazines, newspapers, etc.) onto the Serial Module database; maintain and record in "Serials Log" card according to GPLS library procedure; Stamp and apply tattle tape security strips; Display all current issue of newspapers and magazines onto the proper rack/shelves; File and label old issues of newspapers, magazines, journals, etc. in acid-free boxes; daily organize and maintain the appearance of the periodical shelves.
	Submits reports/recommendations to Library Technician Supervisor, or Librarian, and/or GPLS Director when necessary.
3%	Processing of Special McNaughton (Best Seller) Collection
	Maintain accurate record of lease/rental materials, McNaughton (Best Seller) books to GPLS according to contract.
	Process all incoming and outgoing McNaughton books according to GPLS Processing procedures.
	Prepares outgoing McNaughton books for return to lending vendor.
	Input/download new acquisitions (materials) MARC records into the library database.
	Download new acquisitions (materials) MARC records into the library database.
	File all new McNaughton materials of circulation in proper shelves.
	Daily maintenance of the appearance of the McNaughton shelves.
	Submit report and or recommendations to Library Technician Supervisor, or Librarian, and/or GPLS Director when necessary.
5%	Other Duties:
	Daily filing and shelf proofreading of assigned sections.
	Daily shelving of returned library: materials.
	Daily input (Fast-Add/Imports) of library collections into library database.
	Repair or discard damaged printed library materials according to GPLS procedures.
	Revise and make corrections to technical processing errors when necessary.
	Participates in annual inventory of library materials/equipments.
	Attends Outreach events (Expos, Festivals, Parades, etc.) to represent the library; conduct library card registration drives, and inform/educate the community about library services.
	Participates and assists with various library assignments, such as literacy programs, special projects, design posters, bulletin boards, displays, and conduct presentations to inform/educate the community about library services.
	Oversee library volunteers, GPLS AmeriCorps member, AHRD summer trainees, GCC Service Learning Programs, DOL Senior Citizens Program, and other workers from other programs.
	Provide excellent customer service.
	Attend monthly staff meetings and weekly staff development workshop.
	Represent GPLS in governmental committee and task force.
	Maintain the general order, cleanliness and appearance of the department.
	Perform tasks associated with facility opening/closing.
	Perform other related duties as required.
	NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.
1%	Pursuant to Public Law 29-35 as follows: an act to add a new §80127 to Chapter 80, Title 5, Guam Code Annotated , relative to reserving the Hagatna Library Parking Lot for the exclusive use by library employees and patrons. §1 ... Enforcement of the provisions herein this Section shall be the responsibility of the Guam Police Department; however, the Chief of Police may authorize any employee(s), designated by the Director to issue citations for violation of this Section.
1%	Participates in continuing education opportunities, such as seminars, conferences and workshops.

III. CONTACTS: Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department / agency. Mark (X or √) one box:		
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input type="checkbox"/> Over 50%
	<input checked="" type="checkbox"/> 15 – 50% of total working hours	
B. Outside your department / agency. Mark (X or √) one box:		
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input type="checkbox"/> Over 50%
	<input checked="" type="checkbox"/> 15 – 50% of total working hours	

IV. SUPERVISION RECEIVED: How closely is the employee's/jobholder's work reviewed by the direct supervisor? Mark (X or √) one correct response.

<input type="checkbox"/>	Detailed and specific instructions / procedures received or followed for each assignment.
<input checked="" type="checkbox"/>	General Supervision – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
<input type="checkbox"/>	Direction – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
<input type="checkbox"/>	General Direction – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

V. SUPERVISION EXERCISED: The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
N/A		

VI. EQUIPMENT: List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS / EQUIPMENT	PERCENT (%) OF TIME FOR EACH
PC Computer	20%
Copy Machine	5%
Calculator	2%
Typewriter	15%
Binding Machine	1%
3M Security Strip Machine (Book/CD-DVD/VHS/Cassette)	5%
Laminating Machine/Book Laminating Covers	5%
Telephone/TTY	10%
Microfilm Reader/Printer	5%
Fax Machine	1%
Book/Non Book Sensitizer Machine	20%
Projector	1%
Scanner	10%

VII. JOB REQUIREMENTS

Mark (√ or X) here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

A. MINIMUM QUALIFICATION REQUIREMENTS: List the minimum experience and training a qualified applicant must have before employment.

<p>1. WORK EXPERIENCE: List the general, specialized and/or supervisory / management work experience needed and how much (in months and/or years). If none, mark (√ or X) "No work experience required."</p>	
<p><input type="checkbox"/> No work experience is required.</p>	
<p>General: Entry technical work involved in the preparation of catalog and shelf list cards and the maintenance of public and union catalogs.</p>	
<p>Specialized: Records the cataloging of library materials such as the pamphlets, cassettes and insignia; sorts' materials according to classification code and files materials on shelves; files catalog.</p>	
<p>Supervisor / Management:</p>	
<p>If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.</p>	
<p>Ability to understand the clarification scheme of public or union catalog.</p>	
<p>Ability to learn the policies and procedures of the library service.</p>	
<p>Ability to file library materials.</p>	
<p>Ability to work effectively with the public and employees.</p>	
<p>Ability to maintain records and prepare reports.</p>	
<p>Ability to communicate effectively, orally and in writing.</p>	
<p>2. FORMAL EDUCATION OR TRAINING:</p>	
<p>Mark (√ or X) the most applicable education level required.</p>	
<p>a. <input type="checkbox"/> Below High School – Show Number of Years</p>	
<p>b. <input checked="" type="checkbox"/> High School Graduation / GED</p>	
<p>c. <input type="checkbox"/> Vocational / Technical School</p>	
<p>Show specific training that is required by this position.</p>	
<p>_____</p>	
<p>_____</p>	
<p>_____</p>	
<p>_____</p>	
<p>d. <input type="checkbox"/> Some College</p>	
<p>Show number of <input type="checkbox"/> Semester Hours _____ or <input type="checkbox"/> Quarter Hours _____.</p>	
<p>Show specific courses required by the essential functions of this job.</p>	
<p>_____</p>	
<p>_____</p>	
<p>_____</p>	
<p>_____</p>	

e. College Degree (Show major area of study required.)

- Associate's : _____
- Bachelor's: _____
- Master's: _____
- Beyond Masters: _____

3. CRITICAL SKILLS / EXPERTISE: List specialized skills or specialization needed to perform essential functions.

4. LICENSE, REGISTRATION OR CERTIFICATION:

List possession of required license, professional registration/certification needed to perform essential functions.

B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:

1. Mark (✓ or X) the most appropriate physical requirement(s) for the job.

- Sitting The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
- Sitting Employee is required to sit for extended periods or time without being able to leave the work area.
- Sitting/Standing/Walking The employee is required to sit, stand, walk most of the time.
- Climbing Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
- Lifting Employee is required to raise or lower objects from one level to another regularly.
- Pulling and/or Pushing The job requires exerting force up to _____ pounds on a regular basis to move the object to or away from the employee.
- Carrying The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
- Reaching The employee is regularly required to use the hands and arms to reach for objects.
- Stooping and Crouching The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
- Crawling Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
- Speaking The job requires expressing ideas by the spoken word.
- Listening The job requires the perception of speech or the nature of sounds in the air.
- Other Describe the requirement.

2. Mark (✓ or X) the most appropriate mental / visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counselors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other:

3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent.
(Select one response only)

- 100 % Indoors in a comfortable temperature-controlled environment (for instance, in an office).
- ____ % Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)
- ____ % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- ____ % Outdoors but in an enclosed vehicle protected from extreme weather conditions.

4. Other physical working conditions

Mark (X or ✓) if none of the following is applicable.

Show what percent of a typical workday this position is exposed to:

- ____ % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).
- ____ % Vibration (i.e., operating jackhammer, impact wrench).
- ____ % Noise (Exposure at a level enough to cause hearing loss or fatigue).
- ____ % An improperly illuminated or awkward and confining work space.
- ____ % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).
- ____ % Lifting or carrying items or objects. Describe item/object and weight:

- ____ % Heat. Describe source and degree of high temperature.

- ____ % Cold. Describe source and degree of cold temperature:

- ____ % Other hazards. Describe:

5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

Mark (X or √) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE

C. Work Schedule/Hours – Mark (√ or X) the most appropriate work schedule/hours for the job.

<input checked="" type="checkbox"/>	Regular – Standard Eight (8) hours daily, Monday – Saturday (not to exceed 40 hours per week)
<input type="checkbox"/>	Irregular – Shift work – A 24-hour work operation.
<input type="checkbox"/>	Regular / Irregular – Overtime hours with overtime pay entitlement State Purpose and Total Hours required per pay period: _____ _____
<input type="checkbox"/>	Regular / Irregular – Overtime hours without overtime pay entitlement State Purpose and Total Hours required per pay period: _____ _____

The information given on this position is complete and correct.

Signature of Employee

Date

VIII. SUPERVISOR'S REVIEW

IMPORTANT: This Block To Be Filled Out Only By The Direct Supervisor

a.	(1) Has the employee correctly stated his or her official payroll position title? <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(2) If not, what is the correct title? _____								
b.	(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? <input type="checkbox"/> Yes <input type="checkbox"/> No								
	(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____								
c.	What positions under your supervision perform the same essential functions Give name and title: <table><thead><tr><th>Name</th><th>Title</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	Name	Title	_____	_____	_____	_____	_____	_____
Name	Title								
_____	_____								
_____	_____								
_____	_____								
d.	Does this position require (mark one) <input type="checkbox"/> Immediate supervision on a regular basis, <input checked="" type="checkbox"/> Immediate supervision only for new/complex tasks, or <input type="checkbox"/> Little immediate supervision.								
e.	Does the employee participate in (mark those appropriate) the <input type="checkbox"/> Formulation, <input type="checkbox"/> Interpretation, and/or <input type="checkbox"/> Application of Agency/Department policy. Give examples: _____ _____								
f.	The employee (mark one) <input checked="" type="checkbox"/> Performs routine, well-defined tasks, <input type="checkbox"/> Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or <input type="checkbox"/> Performs complex tasks requiring extensive knowledge of Agency's/Department's work.								

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

Signature of Immediate Supervisor

Date

Signature of Department/Agency Head

Date

IX. Human Resources Office Review:

Date: _____

Reviewed by: _____
Position Title Name

Classification Correct: Yes No

If not, corrective action taken: (Attach copy of review made)

Approved by: _____
Human Resources Manager Date