

## INFORMATION FOR THE SUPERVISOR/MANAGER

1. As the form is being completed by the employee, provide assistance as needed.
2. Complete items Section B. Your signature certifies that to the best of your knowledge, the description is complete and an accurate depiction of the current duties and responsibilities of the position.
3. Give the employee a copy of the certified description and retain a copy for your records.
4. With appropriate cover memo, forward the position description and organization chart through the line organization for review, comment and signature. The description is then forwarded to Employment Services for review and final determination.

**Note: The collective bargaining agreements provide that employees may request a review of their positions, and that the request must be honored. Management remains responsible for ensuring that descriptions are accurate, and for correcting any inaccurate information before submitting the description to Human Resources.**