



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
9/20/16

Agency: Department of Corrections

Facility: Snake River Correctional Institution

New Revised

This position is:

- Classified
- Unclassified
- Executive Service
- Mgmt Svc – Supervisory
- Mgmt Svc – Managerial
- Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Office Specialist 2</u>	b. Classification No: <u>C0104</u>
c. Effective Date: <u>10/01/1998</u>	d. Position No: <u>9702022</u>
e. Working Title: <u>OS2 - SEA/MPC</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Administration</u>	
h. Employee Name: _____	
i. Work Location (City – County): <u>Ontario - Malheur</u>	
j. Supervisor Name (optional): <u>Jill Curtis</u>	
k. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year	
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
l. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	
m. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The mission of the Oregon Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. In support of this, the Correctional Rehabilitation Services section of Snake River Correctional Institution is responsible for the delivery and operation of inmate counseling services, inmate legal services, programming for the Intensive Management Unit (IMU), general libraries and law library operations, inmate admission and orientation, transition services, leisure time activities, inmate work assignments, inmate and staff mail processing and other programming development for the inmate population. Additionally, the Correctional Rehabilitation Services Section works in liaison with Department operated services, i.e., Behavioral Health Services, Pathfinders, Religious Services, and Health Services. This position exists within the Correctional Rehabilitation Services Section of the Snake River Correctional Institution.

The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move inmates from anti-social to pro-social citizens and our interactions with inmates on a daily basis are

without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success. Since relationships and respect are built through repeated experiences and communications about those experiences, then what we do and say to inmates are key to achieving long term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with others.

The Department of Corrections Snake River Correctional Institution is a 583-acre site located in southeastern Oregon seven miles northwest of Ontario. The 1,025,000 square foot facility, valued at \$217,000,000, houses 3,000 inmates with approximately 950 staff and approximately 90 contractors and 350 volunteers managing and supporting the institution's operation. The institution maintains a safe and secure environment to carry out sanctions provided by statutes and as ordered by the courts to manage offender behavior consistent with the Department's mission. The majority of the 1,025,000 square footage of buildings are located within a 103-acre secure perimeter, which contains all but 154 of the 3,000 inmates housed at the institution. The 154 minimum-security inmates are housed in a fenced 30,000 square foot facility adjacent to the secure facility. Within the secure perimeter there are three housing complexes which contain approximately 800 general population inmates each. In addition to the three complexes there is the disciplinary segregation/intensive management unit, which has 432 beds, and a medical services unit that provides 16 infirmary beds and 22 special management unit beds.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The purpose of this position is to manage and provide guidance to inmates from reception to release. *The position is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with inmates.*

The purpose of this position is to process inmate and institution business mail into and out of the facility in accordance with the ODOC Administrative Inmate Mail Rule, OAR #291-131. The Mailroom staff accomplishes this mission through a system of sorting, searching, inspecting, and posting inmate mail. Mailroom staff approves various mail items coming into and departing the institution and deter contraband from entering the facility through this conduit. Mailroom staff assist institution personnel in mailing out business related packages and correspondence.

The Oregon Accountability Model emphasizes the importance of criminal risk factor assessment, inmate work and programs to mitigate identified risks, staff-inmate interactions that support positive change, inclusion of families and children as a positive support in an inmate's life, successful reentry into the community, and ongoing community supervision and programming. Staff interactions with inmates on a daily basis are, without doubt, the most powerful tool to reinforce pro-social behavior. The nature of interactions with inmates is core to the ultimate success of corrections and community staff. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through day-to-day interactions with others.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

40%	NC	E	<p>In accordance with the Mail (Inmate) Rule (Division 131), assures all incoming inmate mail is sorted, opened and searched for contraband and delivered within a 48-hour time frame.</p> <p>Inmate mail is sorted and located with the inmate's housing unit assignment listed on the front of the envelope then separated by unit after inspection. Knowledge critical to processing Inmate mail includes: Identification of individuals who are abscond or involved in illegal activities (notification of proper authorities), identification of individuals who are group agitators/gang members, observing physical markings to recognize gang members, identification of Inmates who describe unauthorized activities such as alcohol use or tattooing, recognize (identify) inmate groups gangs, etc., to anticipate potential problems, recognize characteristics of a violent offender (notify appropriate staff immediately), identify written communications to or from Inmates that may prevent or stop physical conflict between prisoners or staff assaults, identify written communications that may prevent Inmate escape (proper notification), inspect/x-ray/search all clothing for Inmate release, Process evidence seized during searches of incoming or outgoing mail and maintain proper chain of evidence, seize contraband, process violations and make proper notification to the intended Inmate recipient as well as the sender, collect evidence for inmate disciplinary hearings, respond verbally or in writing to inmate's written questions, in writing reprimand inmate for violations of rules/regulations, report severe depression or unusual behavior which might indicate self-destructive behavior, e.g. suicide, identify potential PREA instances and justification to PREA representative, identify possible extortion of staff/inmates/public and refer to Special Investigations.</p> <p>Applies proper postage using Federally regulated postage machinery scale, UPS processing machine, also processing special request for mailing such as return receipt, insurance, special dimensions, PS form 2976-A Customs Declaration and Dispatch, including CD 28's, out to court, Forwards, returns, document out going legal mail, processing incoming property, mail to other DOC areas for staff and inmates.</p> <p>Reviews incoming publications for content and processes the publications within a 72-hour time frame.</p> <p>Publications are examined for content compliance with the Inmate Mail Rule. Staff is responsible for reviewing all current notices from the Central Mail Administrator advising which publications are currently under review or which are prohibited as noted in the Publication Violation List. Any proposed prohibited materials are documented using the publication violation form, forwarded to the Central Mail Administrator for confirmation or reversal. Once decision is made, the appropriate action is taken, either forwarding the publication to the inmate or sending Publication Violation Notices to sender and recipient. Copies of prohibited materials and violation notices are retained in mailroom files.</p> <p>Processes outgoing inmate mail in accordance with the Mail (Inmate) Rule (Division 131). Applies proper postage. Assures mail is in compliance with DOC Rules and policies as well as Federal postal regulations. Receives sorts and distributes incoming and outgoing staff mail according to appropriate department rule/policy. Applies proper postage and charges the appropriate department for the amounts.</p> <p>Scans and inspects incoming and/or outgoing mail to ensure the contents are not in violation of the safety and security of the operations of the institution.</p>
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Utilizes the AS400 computer system and Mail Tracking System for input of data. X-rays all incoming mail. Signs for receipt of accountable mail.

Prepares confiscation notices, mail violations, and publication violation notices. Initiates reports of inmate misconduct as necessary to the appropriate authority.

Any mail that is found to be in violation of Department of Corrections Inmate Mail Rule is returned to the sender through the mail violation/confiscation/disposition process.

Mailroom staff is responsible for alerting the Mailroom Supervisor of potential rule violations that could lead to Misconduct Reports on inmates who violate the Inmate Mail Rule, by mailing and/or attempting to mail out contraband or any other material that may threaten the safety and security of the institution or is in violation of any ODOC Administrative Rules. Staffs are responsible for preparation of misconduct reports and must be knowledgeable of timelines and points of conducts that will allow them to comply with OAR guidelines.

Staff is responsible for using mailroom violation data and other data provided on the DOC Outlook files. Violation notices shall be complete, accurate and contain readable attachments and a copy of the violation memos as appropriate. Violation Notice packages may at any time constitute evidence in administrative and/or legal procedures.

Mailroom staff is responsible for handling all contraband in accordance with the Inmate Mail Rule. Staff is responsible for conferring with the Central Mail Administrator, the SRCI Mailroom Supervisor, the OIC, the Operations Captain, the Assistant Superintendent of Security, the Security Threat Group manager, the Special Investigations Unit, and/or others when appropriate. Drives the mail processing delivery cart for mail exchanges. Required to walk long distances to deliver inmate mail directly to the housing units and staff mail to the appropriate areas.

Picks up, sorts and distributes inmate communication forms.

Maintains accurate accounting records of United States Postal Service and UPS usage and all inmate monies received.

40 %

Serves as support to the Supervising Executive Assistant. Responsible for responding to and preparing all incoming and outgoing correspondence to the SEA office. This correspondence may be generated from, but not limited to, inmates, staff, public officials, general public, Department of Justice, Court Systems and other agencies within the Department of Corrections and the State of Oregon. Use a variety of office equipment to respond to and compose communications to these various agencies, to include computer generated programs such as Microsoft Office; Fax Machines, Copy Machines, Document Scanners and Email transmission. Responds to communications in the absence of supervisor as directed and needed. Confidential employee dealing with sensitive subject matter to include (but not limited to) both staff and inmates as well as the general public if needed.

Receives visitors and maintains contact with staff, public or private officials and professional persons on behalf of the SEA office. Provides information and/or instruction to SRCI staff, inmates and the general public as it relates to the SEA Office. Receives, screens and generates telephone inquiries on behalf of the SEA Office. Provides requested information as needed.

Scheduling Video and Audio Equipment for Court Depositions and other court-related requests by the Department of Justice and other legal entities throughout the State of Oregon.

Research and assemble data from a variety of sources to provide special reports as required by the SEA Office and/or the Superintendent's office. Coordinates work on assigned projects. Compiles regular and special reports and completes records processing as needed.

Inspects the Administration building for safety and cleanliness. Overseeing Inmate orderlies. Ensuring the work areas meet safety and sanitation standards. Responsible for the Inmate clerks/janitors in the Administration building. Requires file reviews, interviewing, recommendations for employment, supervising; recommending discipline/dismissal if necessary. Providing guidance for the inmate orderlies on their cleaning techniques and processes. Ensuring they are qualified and trained to perform the duties of their positions. Taking teaching opportunities as they arise to help with their overall case management plan as it relates to their work assignment as well as offer constructive help as it relates to the Oregon Accountability Model. Provide supervision of inmates using tools and equipment (paper cutters, copier machines, etc.)

Schedules conference rooms for the Admin building; assisting other complexes and areas with setting up room coordination, equipment and any necessary supplies needed to hold their meeting. Often times arranging court appearances, conferences and inmate legal hearings as necessary.

10%

R

E

Serves as a communication link between the Mailroom Supervisor / Mail Processing section and other section managers and staff. Makes independent decisions within established guidelines, screens calls, answers staff questions, and handles various situations for the section. Functions as a Mail Processing Center liaison between Snake River Correctional Institution / Oregon Department of Corrections and the various other institution sections, state departments, visiting guests, Court officials, attorneys, and inmate family members. Provides information to outside callers or visitors requiring background knowledge of institution, organization, structure, policies and procedures. Contacts range from emotional and concerned members of inmate families to public and private executives, criminal justice agencies, attorneys, Court officials, and various program representatives.

Responds professionally and within specified timelines to inmate grievances, to torts, and to written and verbal requests by inmates for information and interviews.

Researches, investigates and documents information regarding inmates or contacts on behalf of inmates. Writes memos and other forms of appropriate communications with other departments and individuals within and outside of the institution. Incumbent may be required to respond to in-coming correspondence on behalf of the Mailroom Supervisor or Mail Processing section.

Meets with inmates as appropriate in order to address issues and provide problem resolution to issues within the scope of the Mail Processing Center. Acquires and maintains knowledge of applicable State and Federal laws, rules or guidelines and Department of Corrections Administrative Rules, Policies and Procedures, OS2 Desk Manual and other written directives that are specific to assigned tasks, with the ability to apply to them.

			<p>Interact with co-workers and the public in a business like, professional, and respectful manner at all times.</p> <p>Foster excellent customer relations. Strive to meet customer service needs, whether expressed or unexpressed, in a professional and cost effective manner.</p>
3%	R	E	<p>Completes reception, copying, faxing and other general office duties. Establishes and maintains a current and archived filing system for the SEA/Mailroom Supervisor and Mail Processing section.</p> <p>Takes and publishes minutes of staff and committee meetings.</p> <p>Provides back-up reception support for the Administrative Building on a rotating basis.</p> <p>Inspects work areas for safe and secure conditions as well as cleanliness and organization. Ensures work areas meet safety standards by correcting and/or reporting safety concerns. Maintains work areas in a professional, clean and organized manner.</p>
3%	NC	E	<p>Is responsible for the daily, direct supervision an inmate orderly in the Mail Processing Center area or during delivering inside the institution, to include the assignment of work and ensuring standards of productivity are met. Supervises the inmate orderly outside the secure perimeter without security staff escort while transporting mail between the Administration Building and Master Control.</p> <p>Provides supervision of inmates using tools, i.e. paper cutters and scissors, within the assigned section.</p> <p>Is responsible for the charge and control of inmates in the immediate work area and for the prevention of escapes by proper control of keys.</p> <p>Handles contraband in accordance with established rules, policies and directives, conferring with the Mailroom Supervisor, Security Manager, Special Investigations Unit and/or others as appropriate.</p>
2%	NC	E	<p>Participates in assigned training or educational programs that are job-related and considered to be of personal/ professional development.</p> <p>Participates in all assigned in-service training programs which are required by the functional unit, committees as assigned, and staff meetings. Meets as necessary with and works in conjunction with other OS2s and other sections to maintain good working relationships and share information regarding operational concerns or changes.</p> <p>Is encouraged to participate in additional training or educational programs that are job-related and considered to be of personal/professional development.</p> <p>Value and maintain the highest ideals of professional and compassionate public service by respecting the dignity, cultural diversity, and human rights of all persons, and protecting the safety and welfare of the public. Promotes and maintains a respectful workplace environment as defined in DOC Policy 20.6.1</p>
2%	R	E	<p>Other duties as assigned.</p> <p>Receives work from other staff members and processes those requests in accordance with established priorities and guidelines as directed by the Mailroom Supervisor.</p> <p>May occasionally be required to complete searches of inmates and the facility as directed by supervisors.</p>

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Snake River Correctional Institution is tobacco free. Use of tobacco products is restricted to designated smoking areas outside the secure perimeter. Work is performed in a prison housing maximum, close, medium, and minimum security inmates. The inmates have the potential for becoming angry, hostile, abusive, and aggressive increasing the risk for employees of physical injury, death, and/or being taken hostage. There is an inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and other emergency situations occurring at the institution.

The institution is located in eastern Oregon and is exposed to temperature extremes and inclement weather. The incumbent may be required to perform duties outside in the inclement weather and temperature extremes. Snake River Correctional Institution is air-conditioned in most areas, climate controlled in other areas. The institution has over 1,000,000 square feet of building space and is spread out over a 103-acre perimeter, in addition to a minimum facility outside the perimeter. Walking long distances to get to the workstation or perform work will be required. Most inmate housing units are on two levels requiring the use of stairs to reach the second level.

Duties include standing or sitting for long periods of time on a daily basis. Duties include repeatedly lifting up to 30 pounds as well as carrying and handling bags, packages, and files to and from various workstations. The position requires the ability to operate mail cart vehicles in the delivery and pick up of staff and inmate mail.

All employees are required to use a computer for electronic mail and related inmate work systems in the regular performance of their duties. Operation of a computer is necessary in completing a majority of job assignments within this position.

Work schedule is driven by institution need in providing support services to respective section, in accommodating requirements of Section 41, Article 1 of the Oregon State Constitution (previously known as Ballot Measure 17), and in accommodating the requirement to process mail in accordance with the Mail (Inmate) Rule (Division 131). Work schedules are assigned by management as per the Collective Bargaining Agreement.

This position functions under considerable pressure through changing deadlines, detailed tracking, and constant interruptions. The incumbent must be flexible in completing job duties at a variety of work stations, be flexible in providing coverage for other OS2s within this section who need assistance, and be flexible in working within the guidelines provided by a variety of supervisors.

All employees shall be expected to interact with co-workers, inmates and the public in a professional, respectful manner. This includes refraining from any type of behavior, action or language that could be perceived as hostile, discriminatory, intimidating, violent or abusive.

All employees shall constantly strive to attain the highest standards of conduct and professional public service. This requires that employees be faithful to the principles of providing professional services, adhering to the code of ethics and meeting the vision, values, rules and policies and procedures of the department. Employee's conduct must be above reproach and must not impugn the credibility and honest of the department, its employees, or the corrections profession.

Office Specialist 2s are hired to the classification and are subject to being moved to other Office Specialist 2 work assignments within the institution to meet the operational needs of the agency.

SECTION 5. GUIDELINES

- a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Applicable State and Federal laws, rules or guidelines and Department of Corrections Administrative Rules, Policies and Procedures, and other written directives that are specific to assigned tasks.

- b. How are these guidelines used?

Provides limitations, directions, and operating instructions. Determines the appropriate and legal process in providing appropriate support services as outlined in the job duties, job-related decision making section, and additional job-related information section.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Other inst./DOC staff	Phone/Mail/Email/In Person	Information Sharing/Operational/Informational/Contact	Daily/As Needed
Inmates	Phone/Mail/Email/In Person	Information Sharing/Operational/Informational/Contact	Daily/As Needed
Inmate Family/Friends	Phone/Mail/Email/In Person	Information Sharing/Operational/Informational/Contact	Daily/As Needed
General Public	Phone/Mail/Email/In Person	Information Sharing/Operational/Informational/Contact	Daily/As Needed
LEDS/ISU	Phone/Mail/Email/In Person	Information Sharing/Operational/Informational/Contact	Daily/As Needed
State agencies	Phone/Mail/Email/In Person	Information Sharing/Operational/Informational/Contact	Daily/As Needed
Enforcement agencies	Phone/Mail/Email/In Person	Information Sharing/Operational/Informational/Contact	Daily/As Needed
Oregon/other state Prisons/facilities	Phone/Mail/Email/In Person	Information Sharing/Operational/Informational/Contact	Daily/As Needed
Parole Board	Phone/Mail/Email/In Person	Information Sharing/Operational/Informational/Contact	Daily/As Needed
Public/Private Agencies	Phone/Mail/Email/In Person	Information Sharing/Operational/Informational/Contact	Daily/As Needed
Other State agencies	Phone/Mail/Email/In Person	Information Sharing/Operational/Informational/Contact	Daily/As Needed
Vendors/Retail Stores/Wholesale Suppliers	Phone/Mail/Email/In Person	Information Sharing/Operational/Informational/Contact	Daily/As Needed
Court and/or Legal Entity	Phone/Mail/Email/In Person	Information Sharing/Operational/Informational/Contact	Daily/As Needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This position interprets applicable policies and makes recommendations regarding operations to support these policies. In making good decisions and recommendations about type of operations, this position directly affects inmates in regard to their incoming and outgoing mail.

Judgment is required in analyzing situations and making decisions on selecting the most appropriate course of action within the established procedures.

Independently establishes priorities for work as well as in conjunction with the Mail Processing Center Supervisor and provides consistent accomplishment of those priorities.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Supervising Executive Assistant	8919001	Personal observation, written reports, personal interviews, and system audits.	Performance is reviewed on an ongoing basis and at least annually.	Performance is reviewed to determine general efficiencies and effective compliance with position description and work plan, to communicate areas of strengths and weaknesses and to set future goals and objectives.
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SECTION 9. OVERSIGHT FUNCTIONS

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification

Must be able to work closely with either large groups of inmates or inmates on a one-to-one basis. Must have the ability to adapt to security situations and practices. Requires the willingness to work within the environment associated with the position's location. Must be able to work closely with public citizens while projecting a positive image of the Department of Corrections. Must be able to work under sometimes stressful circumstances with staff shortages and still maintain the goals of the sections.

Incumbent must possess sufficient skills to be trained for use of the United States Postal Machine, IBM AS400 computer, AFAMIS system, word processors, and database/spreadsheet software. Telephone communications, personal communications, and correspondence are expected to be conducted and/or presented in a professional and effective manner.

Nature of work requires initiative and performance without constant supervision. The incumbent is to maintain high standards of performance by setting an example of cooperation with the other OS2s or staff similarly assigned to meet the goals of the section.

Job duties involve working with sensitive and/or confidential subject matter, to include possible matters concerning staff. The incumbent is expected to maintain strict confidentiality in all personnel matters and to discretely handle all other data involved within this position.

Must be able to concentrate in constantly changing atmosphere with a high noise level. Must have the ability to deal with subject matter that contains offensively descriptive language, sexual context and/or violent incidents. Must have the ability to testify effectively in court and before a grand jury in regard to scope of assignments.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>		

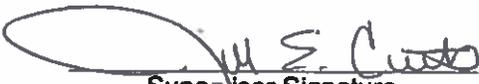
SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date


Supervisor Signature

10-6-16
Date



Appointing Authority Signature

10-6-16

Date