STATE OF OREGON

POSITION DESCRIPTION

Agency: Oregon Parks and Recreation Department
Region: Coastal
Management Unit / Division: Honeyman and Washburne

Position Description Status: ☑ New ☐ Revised

SECTION 1. POSITION INFORMATION

Employee Name: Vacant
Supervisor Name: Daniel Schewlakow
Position Establishment Date: 07-01-1993
Classification Title: Park Specialist
Classification Number: C8445
Working Title: Park Specialist
Work Location (Park): Jessie M Honeyman State Park

Position Number: 4731044
Budget Authorization Number: 000614660
Agency Number: 63400
Position Revised Date: 11-01-2015
Representation Code: OA

CLASSIFICATION:
☒ Classified Represented
☐ Classified Unrepresented
☐ Executive Service
☐ Mgmt Svc - Supervisory
☐ Mgmt Svc - Managerial
☐ Mgmt Svc – Confidential

Working Title:
☒ Permanent ☐ Seasonal
☒ Full-time ☐ Part-time
☐ Limited Duration ☐ Intermittent
☐ Academic Year ☐ Job Share

FLSA:
☐ Exempt ☑ Non-Exempt

IF EXEMPT:
☐ Executive
☐ Professional
☐ Administrative

ELIGIBLE FOR OVERTIME:
☒ Yes ☐ No

SECTION 2. PROGRAM AND POSITION INFORMATION

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

Oregon Parks and Recreation Department (OPRD) fulfills its mission to “Provide and protect outstanding natural, scenic, cultural, historic and recreational sites for the enjoyment and education of present and future generations” by operating a system of State Parks Recreation, Historic and Natural Areas; by managing special programs including Scenic Rivers, Recreation Trails, Historic Preservation, and Ocean Shores; and by providing assistance to local governments for recreation and heritage conservation. OPRD serves more than 45 million visitors per year through a State Parks Recreation system of more than 250 park areas statewide. OPRD does this through the vision of “Taking the long view to protect Oregon’s special places and provide the greatest experience while creating stable future funding”. OPRD upholds its mission and vision through the following operating principles: Accountability, Commitment, Empathy, Empowerment, Fun, Integrity, Respect and Well Being. The agency’s current approved budget information can be found at www.oregon.gov/oprd under Budget & Facts.

The Coastal Region is one of three field operation areas within the OPRD Operations Division. Region employees in twelve management units maintain park facilities, provide visitor services and on-site management to OPRD properties in eight Oregon counties. Coastal Region has 99 parks, waysides and recreational area properties. Facilities and programs include 18 overnight camps and 81 day-use areas, various hiker/biker, horse and group camps, concessions, agricultural leases, State Recreation Trails and Scenic Waterways, historic buildings and volunteer groups, recreation and visitor service programs. The region staff consists of 173.99 year-round and seasonal FTE, and operates with a biennial budget in excess of $24 million dollars.
Honeyman Management Unit consists of 1600 acres in Lane County. There are 353 campsites, 10 YURTs, 6 group camp areas and 85 picnic units, which receive approximately 1.7 million day visits and 160,000 camper nights annually. The annual revenue from the unit is approximately $950,000. The biennial maintenance and operation budget is approximately $1.9 million. There are 10 full-time positions and 17 seasonal positions. Approximately 17,000 volunteer hours (8 FTE) are donated each year.

Honeyman Management Unit is composed of the following properties:
JM Honeyman Memorial State Park  Darlingtonia State Natural Area,
Siuslaw River North Jetty  Joaquin Miller State Forest Wayside,
Prichard Wayside  Siltcoos ATV Site.

Washburne Management Unit consists of 1699 acres in Lane County. There are 65 campsites, 2 YURTs, and 90 picnic units, which receive approximately .9 million day visits and 30,000 camper nights annually. The annual revenue from the unit is approximately $50,000. The biennial maintenance and operation budget is approximately $.6 million. There are 4 full-time positions and 6 seasonal positions. Approximately 137,000 volunteer hours (7 FTE) are donated each year.

Washburne Management Unit is composed of the following properties:
Carl G. Washburne Memorial State Park  Heceta Head Lighthouse State Scenic Viewpoint
Muriel O. Ponsler State Scenic Viewpoint  Neptune State Scenic Viewpoint
Stonefield Beach State Recreation Site  Tokatee Klootchman State Natural Site.

b. Briefly describe (usually one or two sentences are sufficient) the primary purpose of this position and how it functions within this program. Complete this statement: The primary purpose of this position is to...

This position works independently performing a multitude of tasks meeting numerous deadlines in the park management unit office in the areas of accounts receivable, accounts payable, human resources, payroll, procurement, statistics, budget tracking and administrative support. This position also works closely with park management and numerous departments in the agency headquarters to be the liaison to ensure management unit is in compliance with agency goals, policies and procedures.

### SECTION 3. POSITION DUTIES

<table>
<thead>
<tr>
<th>% OF TIME</th>
<th>DUTIES N / R / NC</th>
<th>E / NE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>R</td>
<td>E</td>
<td>ADMINISTRATIVE ASSISTANT RESPONSIBILITIES</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Process confidential and sensitive information for management unit personnel such as employee disciplinary actions, hiring process, ADA issues, employee complaints, special projects, or drafts of ideas of a conceptual nature, which are not ready for distribution</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Maintain confidential files in the area of Personnel issues in addition to Contracts, and park issues such as archaeological</td>
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<td></td>
<td></td>
<td></td>
<td>• Serve as primary contact person for Honeyman and Washburne MU’s to ensure information is communicated appropriately. Participate in various management meetings as a key member during operational planning sessions.</td>
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<td></td>
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<td></td>
<td>• Serve as an important communications link between managers and Salem staff. Take the initiative to stay informed on statewide OPRD issues and alert managers of issues s/he may not be aware of at the time.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Compile information used in the preparation of the budget; assist in monitoring and maintaining records of budget expenditures and program planning, including knowing how to download information from FMS2 in a usable format.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Prepare fiscal and administrative information for review and present that information in various formats for analysis. This includes making sure the information put into the FMS2 system is current and accurate.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>• Anticipate manager’s needs by furnishing information required for official replies to correspondence frequently; prepare responses and various reports for approval.</td>
</tr>
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<td></td>
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<td></td>
<td>• Maintain smooth and efficient prioritizing and scheduling of people, events, travel, and other items as requested; keep managers abreast of due dates for special assignments, meetings and other pertinent information.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• In the absence of the park managers, handle inquiries and problems within the scope of the position’s responsibility level; seeking advice from HQ if the situation warrants. These vary, examples are: fire alarms; angry customers demanding information and responses; requests for supplies; ill employees; and permit requests.</td>
</tr>
</tbody>
</table>
• Write informational and training manuals as necessary for the proper operation of programs and conformance within the region and/or parks.
• Sell the following permits: day use, annual and daily (OPRD and Coastal Passports),
• Issue the following permits: metal detector; vehicle access to ocean shore; natural product removal; and know and explain the rules to each.
• Sell ATV permits to the public. Know and explain the ATV permit rules.
• Be an ambassador of the OPRD mission and business plan, supporting commission goals.
• Assist managers in staff scheduling and timesheets.
• Keep current on Collective Bargaining Agreement language and assist Park Managers in interpretation.
• Pick up, open, date stamp, and sort all incoming mail, alerting employees of important information needing immediate attention.
• Provide assistance and maintain quality control in areas of Personnel Actions, reports, revenue reconciliation and computer input activities. Make decisions on which processes should be reviewed/ completed at the office level and at the park level.
• Act as the point person to respond to employee questions on Personnel Actions, payroll, insurance, benefits, contract articles, travel expenses, etc. Use discretion on which questions can be answered and which ones need to be forwarded to the manager or Salem staff.
• Keep in touch with HQ staff as needed to keep abreast of current laws, rules, policies and procedures that impact employees.
• Attend meetings as directed.
• Complete a wide variety of reports as the need arises for various administrative staff.

15 R E RECEPTIONIST AND PUBLIC RELATIONS DUTIES
• Greet and help all visitors coming to the park office
• Provide information about reservations, camping, fees, parks programs and facilities.
• Speak with news media regarding parks programs
• Provide handouts and brochures to individuals; interpret and explain park rules and regulations; handle irate or upset individuals, listening to their concerns and offering solutions when appropriate.
• Provide First Aide/CPR as required.
• Answer three incoming phone lines and one intercom line for area and park offices, registration booth, maintenance shop, and lodge and operate cell phone Push to Talk.
• Provide information to other agencies and the general public.

10 R E GENERAL OFFICE DUTIES
• Maintain office files for all forms, letters, memos, correspondence, information manuals, etc.
• Collect information and prepare reports such as revenue, day use, water, overnight use, and vehicle usage within required time frames.
• Invoice accounts receivable as needed; i.e. Girl Scout water usage.
• Keep the office and field supplied with the forms, office supplies, etc. needed to perform their duties anticipating their needs
• Order uniforms for field staff
• Ship and receive packages
• Access and correspond via e-mail daily.
• Be familiar with the HUB system
• Look up price agreements in ORPIN
• Plan own workload and complete all work in a timely and efficient manner. Schedule work on a priority basis.
• Be able and willing to learn new skills, especially in the field of computers.
• Continually evaluate work and work habits of self and others to simplify the workflow and speed up the task of getting the job done in the most efficient and timely manner.

25 R E FINANCIAL AND ACCOUNTING DUTIES
• Receive, verify, properly, code and process all invoices from both Management Unit locations. May exceed 200 invoices per month.
• Scan requests for payment of customer refunds.
• Input revenue and credit card batch settlements collected at 2 park locations into FMS2.
Develop and maintain an accurate tracking of all controlled items such as annual passes, Oregon Coastal Passes, ATV Permits, gift certificates, Z-tickets, firewood permits, etc.

Input sales into FMS2 of all controlled items sold at the office and parks.

Assist in training personnel in proper cash handling procedures and booth operations utilizing the RRAP manual and information from Salem staff.

Assist park staff with day to day questions regarding sales, revenue reports, and purchases.

Input monthly statistics gathered from parks into FMS2, checking for consistency and accuracy.

Review and input Travel Expense Statements from employees for payments.

Access NEO-GOV on-line hiring center (OHC) and completes the following tasks:

a) Retrieve applicant information and schedule interviews for seasonal and temporary and permanent vacancies.

b) Completes notice templates to confirm interview (or phone candidates to confirm) and notifies candidates not selected for interview, prepares correspondence to confirm interviews, provides maps and instructional materials to applicants.

c) Updates NEO-GOV to reflect consideration and hiring of candidates. Archive interview materials upon completion of hiring process.

Communicate a positive image of OPRD while speaking with prospective applicants both in person and on the telephone.

Serve on interview panels as requested and effectively recommend hiring.

Initiate Criminal Background check on returning and new seasonal, temporary, and permanent hires using Advanced Reporting software.

Determine number of seasonal vacancies after review of availability forms.

Compile and maintain a seasonal seniority list for rehire with accurate position numbers and FTE's.

Prepare personnel action, letters and other forms for all personnel transactions (hiring, terminations, resignations, retirements, address changes, etc.) for manager’s review and signature. Access the DAS Personnel/Position database to review salary information and accuracy of records updates. Prepare and analyze all documents for accuracy. Distribute and keep records of equipment; i.e. keys, uniforms, badges, nametags and cell phones for new and returning employees. Update and keep current the Employee Equipment Issue Agreement for Park Manager’s signature.

Utilize Department of Homeland Security software, E-Veirfy, enter information from employees' I-9 Employment Eligibility Verification form within three days of employment. Record case number and results. Monitor the case if initial results so indicate until such time as case may be closed.

Prepare all paperwork relating to the hiring and termination process including preparing packets for over 20 seasonal employees.

Train new hires in completing proper paperwork.

Train new hires in the OPRD payroll policies, insurance benefits, leave policies, iLearn, Dynamic Policy, and various other new employee policies.

Work with headquarters to create iLearn and Dynamic Policy logins for new employees.

Verify employee time sheets and input into payroll system.

Tabulate and maintain a record of seasonal employee hours for credit towards trial service. Notify park manager when a seasonal has required hours for completion of trial service.

Order uniforms and track uniform items.

Monitor and track PICS months for seasonal budgeted FTE time.

Work closely with management in a confidential capacity when handling/processing personnel related documents such as performance appraisals, medical information, and other confidential documents.

**TRAINING**

- **SPOTS** (Small Purchase Order Transaction System) training to employees applying for a card for the first time

- **Travel Training** to new employees on what is acceptable while on travel status and what is not, along with how to complete their travel reimbursement forms
- **Payroll Training** to new employees on how to complete their timesheets during new employee orientation
- **New Employee Orientation** – An overview of working for the agency and the policies of the agency; i.e. uniforms, Special Employment Conditions; Safety.
- **iLearn Training** to employees on how to access, which safety modules to complete, and how to take and complete lessons.
- **Dynamic Policy** to employees on how to access and complete required policies.

## SECTION 4. WORKING CONDITIONS

Based on position requirements, include the appropriate working conditions section form the selections below and add any working conditions unique to the position.

WORKING CONDITIONS – OFFICE POSITIONS

Work is primarily performed in an office setting, frequently working alone in a semi-isolated office. Sits or stands for long periods of time. Needs adequate vision and hearing, manual dexterity, communication and motor skills to perform the duties of the position. Operates office equipment and computers requiring repetitive use of arms, wrists, and hands. May occasionally lift and move up to 35 pounds and infrequently up to 50 pounds or more with assistance. There is a possibility of exposure to a variety of environmental and chemical allergens and odors standard to area of assignment. There is also a possibility of exposure to hostile and offensive language and actions from the public. The person in this position uses appropriate safety and personal protective equipment and follows established safety policies, practices and procedures. May be required to attend meetings or perform duties outside of normal office hours. Moves throughout facilities and grounds and required to drive a motor vehicle. Travel to other parks, headquarters, or other agencies for training and meetings is required. Overnight travel may be required. Performs duties of position with or without reasonable accommodation.

## SECTION 5. GUIDELINES

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

Bureau of Labor and Industries laws; Collective Bargaining Agreement (OPEU contract); DAS Statewide Rules and Regulations; DMV Manual and Confidentiality Agreement; Emergency Procedures Plan; FMS Manual; Hazardous Materials guidelines; Materials Safety Data Sheets (MSDS); OPRD Affirmative Action and Equal Employment Opportunities Rules and Guidelines; OPRD Policies and Procedures; OPRD Uniform Manual; Oregon Administrative Rules (OAR); Oregon Revised Statutes (ORS); OSHA Guidelines; Park Master Plans; OSPS Payroll manual; Personnel Action manual; Parks and Recreation Policy and Procedure manual; Personnel Action Manual; Registration Reservation Administration Procedures manual (RRAP); Standard Filing systems manual; Travel Expense manual; and Workers Compensation Rules.

**b. How are these guidelines used?**

These guidelines form the basis for interacting with employees, the public, other government agencies and for dealing with situations that arise in the operation of a park or region. They are used to determine the priorities and procedures needed to accomplish park and area activities and objectives. They describe the relationship of field activities to other programs and policies within OPRD. They are used to standardize all office procedures for conformance with rules, regulations, and policies and procedures. They are also used to assist the managers in finding answers for scheduling, purchasing, operational procedures and other policy guidelines.

## SECTION 6. WORK CONTACTS

*Excluding co-workers*, list the people an employee in this position regularly contacts.

<table>
<thead>
<tr>
<th>WHO CONTACTED</th>
<th>HOW</th>
<th>PURPOSE</th>
<th>HOW OFTEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>District/Park Managers and other staff</td>
<td>By telephone or email</td>
<td>To communicate, receive directions, seek guidance, provide information</td>
<td>Daily</td>
</tr>
<tr>
<td>Salem Headquarters, Accounting, Personnel or Payroll Staff</td>
<td>By telephone or email</td>
<td>To communicate, receive directions, seek guidance, provide information</td>
<td>Daily</td>
</tr>
<tr>
<td>WHO CONTACTED</td>
<td>HOW</td>
<td>PURPOSE</td>
<td>HOW OFTEN</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Other Headquarters, Reservations NW, or staff at other parks</td>
<td>By telephone or email</td>
<td>To communicate, receive directions, seek guidance, provide information</td>
<td>Several times a month</td>
</tr>
<tr>
<td>Public Entities</td>
<td>By telephone or email</td>
<td>Share information, promote inter-agency cooperation, ask or respond to questions</td>
<td>Several times a month</td>
</tr>
<tr>
<td>Park Visitors</td>
<td>In-Person, Mail, E-mail, or Phone</td>
<td>Provide information, answer questions, collect fees, seek rule compliance.</td>
<td>Daily</td>
</tr>
<tr>
<td>Local Merchants</td>
<td>In Person, by Mail, Fax, or Phone</td>
<td>Purchase supplies, seek quotes, arrange payment; Provide and/or seek information</td>
<td>As needed</td>
</tr>
<tr>
<td>Park Information Center Staff</td>
<td>By telephone</td>
<td>Give or receive information</td>
<td>As needed or requested</td>
</tr>
<tr>
<td>Park Volunteers</td>
<td>In-Person, by Mail, E-mail, Fax, or Phone</td>
<td>Provide assistance &amp; information.</td>
<td>As needed</td>
</tr>
<tr>
<td>Emergency Service Personnel</td>
<td>In-person or Phone</td>
<td>Request assistance during park emergency situations</td>
<td>As needed</td>
</tr>
</tbody>
</table>

SECTION 7. POSITION-RELATED DECISION MAKING

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

The person in this position makes independent decisions regarding the best way to organize, schedule and prioritize demands on their individual time or for the one of the Park Managers of the two management units. S/he makes decisions on processing administrative, personnel, payroll, and fiscal paperwork. Decisions are made as to the type of information given to the general public, other agencies, staff, interest groups and others based upon the nature of the request and to whom telephone calls and correspondence are routed if s/he is unable to respond directly to the request for information. While most decisions are covered by established policies and procedures, independent judgment must be used to determine work methods and priorities to ensure completion of work projects in a timely manner. Problem solving decisions are made to carry out assigned tasks and continue the operational functions of the office, as necessary in the absence of the managers. The position is responsible for the collection, retention and archival of a variety of sensitive records and must be in compliance with state laws which protect personal information. The position is key to the day-to-day office functions of the park related to both visitors and internal staff.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

<table>
<thead>
<tr>
<th>CLASSIFICATION TITLE</th>
<th>POSITION NUMBER</th>
<th>HOW</th>
<th>HOW OFTEN</th>
<th>PURPOSE OF REVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Manager 2</td>
<td>4731060</td>
<td>In person, E-mail, Written, By Phone</td>
<td>Continuing</td>
<td>Evaluate quantity and quality of work in conformance to Dept policy and standards and in meeting administrative needs</td>
</tr>
<tr>
<td>Park Manager 2</td>
<td>4731058</td>
<td>In person, E-mail, Written</td>
<td>Continuing</td>
<td>Evaluate quantity and quality of work in conformance to Dept policy and standards and in meeting administrative needs</td>
</tr>
<tr>
<td>Park Manager 1</td>
<td>4741052</td>
<td>In person, E-mail, Written, By Phone</td>
<td>Continuing</td>
<td>Evaluate quantity and quality of work in conformance to Dept policy and standards and in meeting administrative needs</td>
</tr>
<tr>
<td>Region Administrative Assistant</td>
<td>4721115</td>
<td>In person, E-mail, Written, by Phone</td>
<td>Continuing</td>
<td>Evaluate quantity and quality of work in conformance to Dept policy and standards and in meeting park operational needs</td>
</tr>
</tbody>
</table>
SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? 0

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

☐ Plans work
☐ Assigns work
☐ Approves work
☐ Responds to grievances
☐ Disciplines and rewards
☐ Coordinates schedules
☐ Hires and discharges
☐ Recommends hiring
☐ Gives input for performance evaluations
☐ Prepares and signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: Based on position requirements, include the appropriate special requirements below (delete any NOT required) and add any knowledge, skills, certificates, and licenses needed at the time of hire that are not contained in the current classification specifications.

SPECIAL REQUIREMENTS – OFFICE POSITIONS

Must meet the following special requirements:

- have a criminal history background check that meets OPRD criteria
- have a driving record that meets OPRD standards and possess a valid driver’s license at time of hire and throughout employment (if applicable)
- wear OPRD-supplied uniform and comply with appearance code when on duty
- comply with and adhere to applicable federal, state, local, and agency rules, laws, standards, procedures, and policies

The person in this position must have:

- Skill in listening to what people say and asking appropriate questions to obtain needed information.
- Skill in providing factual information based on observation, knowledge and understanding.
- Skill in common courtesy while communicating with others.
- Skill in maintaining composure and taking appropriate action during emergency or emotionally-charged situations.
- Skill in the use of a personal computer.
- Skills and knowledge of basic park resource and facility operations and maintenance and/or resource interpretation.
- Skill in evaluating situations, applying rules and guidelines, determining and carrying out appropriate course of action to achieve desired results.
- Skill in leading individuals or a small group in accomplishing basic tasks.

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

<table>
<thead>
<tr>
<th>OPERATING AREA</th>
<th>BIENNIAL AMOUNT</th>
<th>FUND TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
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</tr>
</tbody>
</table>

Expenditure authority via Small Purchase Order Transaction System (S.P.O.T.S.) with a single purchase limit of $2,500.00 and a $10,000 limit per spending cycle (monthly).
**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, and employee name and position number. (Classification specification and salary information can be found at http://www.oregon.gov/Pages/cgi-bin/ccrt.aspx?pg=ccrt)

- **Supervisor's Manager**
  - District Manager, Class # X8438, SR 31, PI # 4731060, JR Collier

- **Supervisor's**
  - Park Manager 1, Class # X8441, SR 26, PI # 4741052, Kevin Beck
  - Park Manager 2, Class # X8442, SR 28, PI # 4731058, Daniel Schewlakow

- **Employee's**
  - Park Specialist, Class # C8445, SR 17, PI # 4731044
  - Park Ranger 1, Class # C8434, SR 18, PI # 4732075, 4731056
  - Park Ranger 2, Class # C8435, SR 20, PI # 4711055, 4721021
  - Park Ranger 3, Class # C8436, SR 22, PI # 4731020
  - Park Ranger 1, Class # C8434, SR 18, PI # 4732085, 4731072, 4731011, 4721068, 4731026
  - Park Ranger 2, Class # C8435, SR 20, PI # 4731016
  - Park Ranger Assistant, Class # C8433, SR 12, PI # 4722054, 4732021, 4732048, 4732071
  - Park Ranger Assistant, Class # C8433, SR 12, PI # 4732023, 4732052, 4732053, 4732056, 4732072, 4732076, 4732078, 4732079, 4732081, 4732082, 4732083, 4732084, 4732086, 4732087, 4732089, 4732090, 4732158

- **Other positions reporting to the same supervisor.**
  - Park Ranger 1, Class # C8434, SR 18, PI # 4732052, 4732053, 4732056, 4732072, 4732076, 4732078, 4732079, 4732081, 4732082, 4732083, 4732084, 4732086, 4732087, 4732089, 4732090, 4732158

**SECTION 12. SIGNATURES**

<table>
<thead>
<tr>
<th>EMPLOYEE SIGNATURE</th>
<th>DATE</th>
<th>SUPERVISOR SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPOINTING AUTHORITY SIGNATURE</td>
<td>DATE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| HRA Initials: | Entered by: |