

**POSITION MANAGEMENT ACTION**

**DRAFT**

<b>Action Requested:</b>			
<b>Department #:</b>		<b>Department Name:</b>	
<b>Position #:</b>		<b>Incumbent:</b>	

**CURRENT**

<b>Job Code</b>	
<b>Admin Plan</b>	
<b>Classification</b>	
<b>Working Title</b>	
<b>Reports To</b>	
<b>Positions Supervised</b>	

**PROPOSED**

<b>Job Code</b>	
<b>Admin Plan</b>	
<b>Classification</b>	
<b>Working Title</b>	
<b>Reports To</b>	
<b>Positions Supervised</b>	

**POSITION FOCUS STATEMENT**

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**RESPONSIBILITIES OF THE POSITION**

% Time Allocation	Description	% Time Allocation	Description

% Time Allocation	Description	% Time Allocation	Description

**COMMENTS/ADDITIONS**

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