|  |  |
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| 1. CATEGORY  MLC  IHA | 2. PD NO. (To be filled in by Classifier |

MLC/IHA POSITION DESCRIPTION

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A. OFFICIAL CLASSIFICATION ACTION** | | | | | | | | | | | | | | | | | | | | | | |
| JOB TITLE | | | | | | | | JOB NO. | | | GRADE | | | LPL | | INITIALS | | CLASSIFICATION OFFICIAL  (Signature, Title, and Date) | | | | |
| 3. SECOND ACTION | | |  | | | | |  | | |  | | |  | |  | |  | | | | |
| 4. FIRST ACTION | | |  | | | | |  | | |  | | |  | |  | |  | | | | |
| **B. REQUESTING OFFICE ACTION** | | | | | | | | | | | | | | | | | | | | | | |
| 5. REQUESTED JOB TITLE | | | | | | | JOB NO. | | | GRADE | | LPL | | | 6. NAME OF EMPLOYEE OR NO. OF POSITIONS | | | | | | | |
| 7. ORGANIZATIONAL LOCATION OF POSITION  (Activity, Department, Division, Branch, Section, and Unit) | | | | | | | | | | 8. CLASSIFICATION ACTION REQUESTED FOR:  NEW POSITION  REVISED POSITION-EXISTING PD NO.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Amendment, Statement of Difference, Replacement)  OTHERS (Specify) | | | | | | | | | | | | |
| **C. MAJOR DUTIES AND RESPONSIBILITIES** | | | | | | | | | | | | | | | | | | | | | | |
| 9a. Applicable Job Definition(s) (Complete where readily identifiable) | | | | | | | | | | | | | | | | | | | | | | |
|  | | JOB TITLE | | | | | | | | JOB NO. | | |  | | | | | | | | | % |
| (1) | |  | | | | | | | |  | | | closely matches or represents work performed | | | | | | | | |  |
| (2) | |  | | | | | | | |  | | | closely matches or represents work performed | | | | | | | | |  |
| (3) | |  | | | | | | | |  | | | closely matches or represents work performed | | | | | | | | |  |
| 9b. Supervisory work (Complete if the positions performs as a regular supervisor) | | | | | | | | | | | | | | | | | | | | | | |
| Performs administrative and technical supervisory duties  as  chief  assistant supervisor of      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Organizational Unit or Function supervised) | | | | | | | | | | | | | | | | | | | | | | |
| List number, job titles, and grades of subordinates (Use reverse side, if necessary.) | | | | | | | | | | | | | | | | | | | | | | |
| 9c. Other Major Tasks and/or Statement of Differences (List below/on reverse side, or attach Task List.) | | | | | | | | | | | | | | | | | | | | | | |
| No. | (State concisely and stick to facts.) | | | | | | | | | | | | | | | | | | | | % | |
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| 10. REQUESTED BY (Signature, Title, and Date) | | | | | | | | | 11. CERTIFIED BY (Signature, Title, and Date) | | | | | | | | | | | | | |
| 12. Position Review | | | | Initials | Date | Initials | Date | | Initials | | | Date | | | Initials | | Date | | Initials | Date | | |
| a. Employee  *(optional)* | | | |  |  |  |  | |  | | |  | | |  | |  | |  |  | | |
| b. Supervisor | | | |  |  |  |  | |  | | |  | | |  | |  | |  |  | | |
| c. Classifier | | | |  |  |  |  | |  | | |  | | |  | |  | |  |  | | |
| d. Audited | | | |  |  |  |  | |  | | |  | | |  | |  | |  |  | | |

MCIPAC/CHRO/12511/1 (Rev 3-16)

*PREVIOUS EDITIONS WILL BE USED*

MCIPAC/CHRO/12511/1 (Rev 3-16)