|  |  |
| --- | --- |
| 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.) | % |
|     |       |       |
|     |       |       |
|     |       |       |
|     |       |       |
|     |       |       |
| 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)