

DO NOT WRITE IN THIS SPACE

Title:

Salary Grade:

Position Number:



Department of Civil Service

CLASSIFICATION AND COMPENSATION DIVISION

Existing Position Description

CC-3 (5/2026)

This form is used by an employee to report currently assigned duties for study by the above division. It is not used to apply for a change in either the present title or salary grade.

Forward only the original copy to above division.

TO BE TYPED BY APPOINTING AUTHORITY

Form with 16 numbered fields for appointing authority: 1. Incumbent, 2. Status (Permanent/Temporary), 3. Item No., 4. Title Code, 6. Classified Title, 5. Salary Grade, 7. Negotiating Unit, 8. Duration of Position (Permanent/Temporary/For ___ Months), 9. Jurisdictional Class (Competitive/Non-competitive/Exempt/Labor), 10. Department, 11. Dept./Div. Code, 12. Division, Bureau or Institution, 13. Section, Unit or Other (Specify), 14. Work Address (Include Building and Room No.), 15. Location Code, 16. Hours of Work (Total Per Week, Daily, A.M./P.M. To A.M./P.M.).

TO BE TYPED BY OR FOR EMPLOYEE

17. DESCRIPTION OF ACTIVITIES AND TASKS:

Table with 2 columns: 'Percent or Fraction of Time' and 'List below the major activities involved in the position indicated above and the average amount of time you spend in each activity. Under each activity, describe in detail in short paragraphs or statements the individual tasks you must perform in completing the activity. Use as many additional sheets of paper as is necessary.' Includes prompts for '1. ACTIVITY TASKS' and '2. ACTIVITY TASKS'.

(If you need more space, attach additional sheets.)

18. How long have your duties been substantially as stated in Question No. 17?

_____ Years _____ Months

COMPLETE ITEMS ON OTHER SIDE

