

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT
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3. ORGANIZATIONAL LOCATION AS SHOWN ON CURRENT DESCRIPTION; AS HEREBY AMENDED

11a. _____ d. _____

b. _____ e. _____

c. _____

4. CSC TITLE AND BUREAU POSITION NO.	SCHEDULE	SERIES	GRADE
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SAME AS PRESENT; AMENDED FOR: CSC TITLE, POS. NO., SCHEDULE, SERIES, GRADE

CERTIFICATIONS

<p>5. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</p> <p>_____ (Signature of IMMEDIATE Supervisor)</p> <p>Title _____ Date _____</p>	<p>6. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED.</p> <p>_____ (Signature of Official Exercising Classification Authority)</p> <p>_____ (Date)</p> <p>TITLE _____</p>
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7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE, AND THE ADDITIONS, DELETIONS, OR OTHER REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

GPO 16-78978-1

STATEMENT OF DIFFERENCES

The employee in this position performs the kind and range of duties outlined for the above cited position (position description attached). However, the employee works under closer supervision and guidance than is indicated by the position description which is written at the full performance level; consequently, the position is allocated one/two grades(s) lower as a _____. With continued satisfactory performance of assigned duties and the fulfillment of eligibility requirements for promotion, with respect to time in grade, the employee will be eligible for promotion to the higher grade. Certification must be made by the supervisor that the employee is performing the full scope of the duties and is functioning under the type of supervisory controls stated in the position description attached.

- DISTRIBUTION:
- Classification Copy
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