## II. JOB SUMMARY

Briefly describe the general purpose of the job in one or two sentences.

- This position headquartered in **Charleston, WV** is to perform professional accounting functions for the 4-H Youth Development (4-HYD) in the WVU Extension Service. The position works in a collaborative environment with Extension units of 4-H Youth Development and Finance and Business in managing processing a high volume of transactions to support sites across the state.
- Responsibility for reviewing and monitoring the budget of external grants and contracts including but not limited to: ATV Safety, Health Rocks!, CYFAR, C.S. Mott Afterschool, Benedum Foundation, WV Department of Education, WVOSEA, WVDHHR.
- **Overnight stays required during program training**.

## III. DUTIES AND RESPONSIBILITIES

List and completely explain the current duties and responsibilities of the position. Indicate the average percentage of time spent performing each separate job duty. Describe what the duties and responsibilities are and how they are performed. Consider work performance over a 12-month period. Employees must use their own words to describe duties and responsibilities. ***The copying of a generic job description or another employee's PIQ verbatim is not acceptable and the PIQ will be returned***. The percentages must total 100%. Duties that take less than five (5) percent should be combined into at least five (5) percent.

| % of time | Duties and Responsibilities |
|---|---|

**50% FINANCIAL ACCOUNTING: STATE, GRANT AND FOUNDATION PROCESSING**

- Prepare and submit Service Agreements for outside contractors or vendors.
- Prepare Intra-University payment forms (cost transfers, hospitality).
- Prepare and submit forms to process FIMS, etc.
- Create, edit and review direct payment invoices and requisition information on line. Resubmit rejected requisition for reconsideration.
- Enter suggested supplier information, delivery instruction, multiple accounting distributions, and notes to buyers and approvers.
- View invoice status in ORACLE (pending, paid, etc). Create, edit and review requisition information on line.
- At year-end and grant expiration closeout-initiate cancellations, finalize open orders, and undertake other actions necessary to finalize old year transactions.
- Follow-up on unpaid transactions, research open documents for errors, lost transactions, or late processing; process appropriate adjustments to ensure account balances; and track open orders.
- Provide policy and procedure to faculty/staff on accounts payable and accounts receivable regulations as needed.
- Act as a Liaison with Extension Finance and Business on financial processing matters.
- Process reimbursements for WVU Foundation accounts, i.e. travel, hospitality, vendors invoices.
- Update and maintain spreadsheets using Excel to track accounts payable and account receivable which will consist of transactions between WVU with multiple vendors. This includes service agreements, invoice payable to WVU and invoices payable to WVU.
- Contact service providers and vendors via telephone, fax and e-mail when transactions are incomplete, inaccurate or past deadline and problem-solve to completion.
- Provide supervisor and/or principal investigators with accounts payable/accounts receivable records upon request.
- Creates and maintain office files and ensure filing system is current and accurate, invoices, foundation, grants and accounting records for compliance reviews and audits.
- As checks are received, prepare deposit using Web based Miscellaneous Cash Receipt form in deposit bag and forward to Stewart Hall within 24 hours of receipt.
- Maintain files and accounting records for compliance reviews and audits.
- Monitor end dates and coordinate closeout aspects of grant and contract administration to ensure proposal accuracy and compliance with granting agency and institutional policies.
- Generate monthly financial reports and create spreadsheets and charts for supervisor and/or principal investigator. Prepare necessary monthly reports for the Office of Sponsored Accounting's report to granting agencies.
- Contact via e-mail or phone local representatives and funding partners on site budget preparation and/or problems.
- Maintain spreadsheets of travel funds housed in 4-H Youth Development unit.
- Oversight of complex fiscal and proposal components of the various grant programs of the 4-H Youth Development Unit associated with Charleston office.
- Assist in preparation of grant applications and ensure the application is compatible with finance, purchasing, legal, and audit regulations.
- Assist principal investigators (PI) in budget preparation for grants and proposals.
- Advise principal investigators with input from the Finance and Business Grants Administrator to provide quality service in the pre-award and closeout aspects of grant and contract administration to ensure accuracy and compliance with granting agency and institutional policies.
- Run monthly budget and expenditure reports in the MAP/Oracle system to audit, review, analyze, and interpret fiscal activities for Charleston grants and fees accounts.
- Work with Supervisor to review current financial status and forecast future financial scenarios.

- Participate with Supervisor and Principal Investigators on budget procedures and Excel templates for a variety of budget scenarios.
- Participate in compliance reviews and audits.

***Pre-award:***

- Coordinate any revisions with principal investigators upon completion of review process.
- Establish budget funds and files upon receipt of award notices. Include copies of proposal, signed agreement, approved budget, names of individuals authorizes to sign documents, and any special provisions regarding billing, handling of equipment, budgetary restrictions, etc.
- Process grant with Extension Finance Business Office via hard copy, electronics, and E-grants, formats as required by granting entity.

***Post-award:***

- Inform P-Card Administration of new grant awards, new task and new project numbers that are to be put into the system for mapping.
- Review award documents. Assure award cost-sharing budget is matched on grant budgets via Excel spreadsheet; prepare and distribute cost-sharing notification with input from WVU Extension Human Resources.
- Review problem requisitions, cost transfers, over expenditures, etc. and work with appropriate office to correct problems prior to processing. Monitor end dates to process documents prior to grant termination.
- Reconciles expenditures posted to accounts with documentation form procurement card charges, direct payments, and cost transfers. Researches all transactions posted for which there is no documentation for accuracy and initiates corrections when necessary. Obtains documentation when warranted.
- Purchase supplies for 4-H Youth Specialists, Programs, and the Charleston office, as needed on procurement card.

**20% PROCUREMENT CARD MANAGEMENT**

- Serve as Departmental Card Coordinator (DCC) for Charleston for WV State P-Card and WVU Research P-Card holders associated with various individuals and funding sources. Insure that all published WV State and Research Corporation rules, policies and procedures concerning the use of these procurement tools are followed.
- Determines or verifies the following through State Office Supervisor: credit limit, single transaction limit, number of daily transactions, number of monthly transactions, and default accounts for each procurement card.
- Process procurement card applications, agreement forms, maintenance forms and exception sheets when necessary.
- Insure that cardholders make allowable purchases and adhere to policies and procedures.
- Review and edit transactions daily using Citibank (state) and Pathways (research corporation) software for mapping into Oracle.
- Notify cardholders weekly via email of missing receipts that appear in Citibank/Pathways software.
- Reviews receipts to insure that purchases adhere to State and Research Corporation guidelines and report any questionable programmatic purchases to supervisor/principal investigators.
- Prepare Exception sheet when cardholder does not respond with the invoice in a timely manner.
- Prepare and process any needed changes via the Maintenance form.
- Present any basic training material and disseminate updated information to new cardholders.
- Compile information for proper audit file, including monthly Cardholder Statements signed by cardholders.
- Maintain archival data to meet audit requirements of purchasing history-retain for two years after transaction date.
- Notify cardholders of any updates or changes related to the procurement card program.
- Report lost or stolen P-Cards to P-Card Administration.
- Ensure that procurement cards are cancelled and destroyed upon cardholder's termination or separation from employment.

**15% TRAVEL**

- Create, secure signatures, and process annual in-state and out-of-state travel authorizations for Charleston faculty, staff and volunteers via Excel templates for each traveler.
- Make logistical arrangements for travel statewide, nationally and internationally, including airfare, lodging, and reservations via WVU contracted travel agency on request of Charleston faculty, staff and volunteers.
- Process Travel Expense Account Settlement documents for Charleston faculty, staff and volunteers based on Excel templates submitted by employee and volunteers.

**10% OTHER RESPONSIBILITIES**

- Attend all required MAP Oracle training as the Charleston financial contact.
- Serve as the Charleston Office financial contact for the MAP Oracle processes for Accounts Receivable and Payable, General Ledger, Grants, and Purchasing.
- Comply with MAP Oracle processes through training sessions conducted in group settings, one-on-one sessions, e-mail notices, and by telephone.
- Participate in user group meetings and communicate changes in policy and procedures to supervisor and other Charleston personnel.
- Attend and participate in professional development training related to position or required by WVUES.
- Travel occasionally for meetings or trainings and to participate in program activities.
- Attend grant program trainings and meetings as needed.

- Attend various meetings on and off-campus as required.
- Other duties as assigned.

**5% ADMINISTRATIVE AND PROGRAM SUPPORT AND OTHER DUTIES**

- Answer Charleston office telephone lines professionally.
- Process request for conference room and conference call scheduling.
- Help with program trainings as needed.
- Enter data in Charleston databases as needed.
- Establish and maintain contact with various entities, both internal and external to the University that interacts with Charleston. Including Office of Sponsored Programs, service agencies, governmental offices, vendors, and funding sources.
- Communicate information to faculty and staff, primary local contacts, grant volunteers, state and local partners, and funding bodies.

**TOTAL OF ALL PERCENTAGES MUST EQUAL 100%**

## IV. QUALIFICATIONS

**Education/Knowledge**

1. List the level and type of **minimum** education required to qualify for this position **not** for the incumbent.

   - Associate's degree in business, accounting, or related field. Equivalent combination of education and experience may be considered.

2. What licenses or certification(s) (e.g. electrician's license) if any, are **required** for the position? Specifically state the reason for this licensor requirement (supervisor's preference, state or federal law, etc.).

- Valid Driver's License (supervisor's preference)

3. What specific skills are **required** in order to carry out the duties of the position?

**Knowledge**

- Demonstrated knowledge and understanding of Generally Accepted Accounting Principles (GAAP) theories and their applications to accounting practices.
- Demonstrated knowledge of methods in organization, personnel and fiscal management procedures. Including, but not limited to, budget management to analyze and interpret accounts for reporting and budget controls.
- Working knowledge of grants processing for assistance in the proposal submission process, payment of allowable expenditures with grant awards and agency reporting.
- Working knowledge of accounts payable, accounts receivable, travel expense processing, credit card processing.
- Demonstrated knowledge of various software applications, including but not limited to Microsoft Word and Excel.
- Knowledge of personnel and administrative policies and procedures for both faculty and staff.

**Skills**

- Conflict resolution and mediation skills.
- Strong mathematical and analytical skills necessary to perform financial calculations.
- Strong oral and written communication skills to communicate clearly and concisely with a diverse audience in a professional, businesslike manner.
- Excellent computer skills using Windows environment and Microsoft Office suite of applications including Microsoft Excel and others. Skills using Oracle preferred.
- Demonstrated organizational and time management skills to manage multiple projects, reports, faculty/staff requests, and workload.
- Interpersonal skills to interact professionally with the WVU community and external stakeholders.

**Abilities**

- Demonstrated ability to independently plan, coordinate and initiate actions necessary to implement administrative or group decisions or recommendations.
- Understanding of generally accepted accounting principles, practices and theories.
- Working knowledge of accounts payable.
- Strong analytical skills necessary to organize information, perform financial calculations, and prepare fiscal reports.
- Strong oral and written communication skills necessary to perform duties in a professional, businesslike manner.
- Excellent computer skills using Windows environment and Microsoft Office suite of application including Microsoft Excel and others.
- Ability to plan, organize and set priorities regarding the assigned work.
- Demonstrated ability to define procedural problems, collect and evaluate data, draw valid conclusions and provide

alternative recommendations.

- Demonstrated ability to use strong analytical skills to organize information, perform financial calculations and prepare fiscal reports.
- Demonstrated ability to operate effectively in a fast-paced, high-volume environment that demands accurate results.
- Demonstrated ability to establish and maintain cooperative working relationships.
- Demonstrated ability to plan, organize, and set priorities regarding the work to be accomplished.
- Ability to rapidly learn policy and procedures of WVU, ORACLE applications, WVU Extension Service, 4-H Youth Development Program and WVU Foundation.
- Ability to read and interpret various financial and technical management provisions and requirements of federal, state, and private contacts.
- Ability to work extended hours on short notice required.
- Ability to rapidly acquire thorough knowledge of WVU, Extension Service, Office of Associate Provost for Extension and Public Service policies and procedures as they relate to the federal grants.
- Demonstrated ability to work effectively with a variety of people including faculty, staff, other WVU units' employees, and state and local funding agencies.
- Ability to maintain strict confidentiality in any situation dictated.
- Ability to work independently in a structured environment exercising judgment, tact and diplomacy and professionalism.
- Ability to manage comprehensive multiple projects simultaneously.
- Ability to maintain proper WVU attendance and punctuality standards.
- Ability to travel statewide for meetings and trainings.
- Ability to perform mathematical calculations.
- Ability to maintain detailed and accurate records.
- Ability to work collaboratively and independently.

| Type of Experience Needed | Amount of Experienced Needed (Months/Years) |
|---|---|
| ▪ Experience in financial processing of accounts payable, receivable and travel expenses reports. | ▪ 2-3 years |
| ▪ Related experience in grants and contract management. | ▪ 1-2 years |
| ▪ Experience working with budgets and financial reporting. | ▪ 1-2 years |
| ▪ Project management experience. | ▪ 1-2 years |
| ▪ Experience using computer accounting, spreadsheet and word processing software. | ▪ 1-2 years |
| ▪ Candidate must possess high computer literacy in Excel. | ▪ 1-2 years |
| ▪ Experience working independently with initiative. | ▪ 1-2 years |

The knowledge, skills and abilities listed above are typically acquired through the levels of education and experience listed. However, any equivalent combination of education and/or experience which provide an applicant with the listed knowledge, skills and abilities to perform the essential duties and responsibilities of the job is acceptable.

## V. COMPLEXITY AND PROBLEM SOLVING

This section measures the degree of problem solving required, the types of problems encountered, and how these problems are solved. Consider the amount of judgment and thought required as determined by the complexity of duties. Also consider whether guidelines, standards, and precedents are available to assist in solving problems.

Please list the common types of problems faced in this position and the course of action you take to solve these problems.

This position must keep apprised of the rules and regulations governing work in this area (including Federal, West Virginia State, West Virginia University and several granting agencies) and follow the rules and regulations during the conduct of business. If rules conflict, the employee must communicate with various University departments to determine methods of complying with requirements. The employee must be able to successfully manage a variety of daily requests for accounting and procurement related services and organize documents in a format to insure retrieval for monitoring purposes. In addition, credit card usage rules change on a regular basis, sometimes as often as monthly, requiring this position to be up-to-date with regard to current information.

Example – Due to the nature of the funding in the Charleston Office, and the difficulty of working with different collaboratives and all the county sites, employee must be capable of establishing priorities, functioning as a team member and as the liaison with Extension 4-H and Finance and Business as well as other University offices (Offices of Procurement Services). ***Any errors incurred by this position could result in great financial loss to the various programs and the WVU Extension Service.*** < *Scope and Effect example*. Thus the employee must be astute and assertive in maintaining detailed records and operating practices and in knowing rules and regulations and in problem-solving issues that arise.

## VI. FREEDOM OF ACTION

This section measures the degree to which the position is structured as is determined by the types of control placed on work assignments. Controls are exercised in the way assignments are made, how instructions are given to the employee, how work assignments are checked, and how priorities, deadlines and objectives are set. Controls are exercised through established precedents, policies, procedures, laws and regulations which tend to limit the employee's freedom of action.

1. Describe the type of guidance and review the supervisor gives the incumbent in this job and how often (i.e., daily, weekly) the supervisor checks or inspects the work.

| Type of Guidance and Review | How Often |
|---|---|
| • Employee exercise high degree of independent decision making in carrying out the duties of position. | • Daily |
| • Keep supervisor informed of progress, potential problems | • As necessary |
| • Review goals, directions and progress with supervisor. | • As necessary |
| • Problems that cannot be reconciled by the employee are brought to the supervisor | • As necessary |
| • Consults with supervisor for clarification or direction on tasks which are not routine and are outside standard instruction or procedures. | • As necessary |
| • Meet with 4-H Extension Specialists, Principal Investigators and others for formal discussions involving budgets, contracts and grants. | • As necessary |
| • Problems that cannot be resolved by the incumbent are brought to the supervisor and/or Director. | • As necessary |

2. Describe the policies and procedures or formal regulations which guide the actions in this job.

- WVU Extension Service
- 4-H Youth Development Program
- Extension Finance and Business
- WVU policy regulations for state and Research Corporation for procurement
- W.Va. Higher Education Policy Commission
- Granting agencies, both state and federal
- WVU Foundation

## VII. SCOPE AND EFFECT

This section measures the position's responsibility for accomplishing the mission of the institution and West Virginia higher education systems. **Describe** the types of decisions regularly required of the position, and how the position's work product supports, guides or develops the goals of the work unit, department, and institution. Take into consideration the size of the area that could be affected if the position's duties were preformed incorrectly and any long-term affects of such an error. Assume that any error is not due to sabotage, mischief, or lack of responsible attention and care for the duties of the position.

Errors or misjudgments in carrying out the assignments of this position could adversely affect program, clientele, WVU Extension Service county agents, other departmental staff and governmental agencies. Poor problem solving or decision making could affect the quality and integrity of programs and services provided by the Charleston Office and risk the loss of grant funds.

Regular decision making responsibilities include items associated with preparing, processing, and reporting financial activity. If incorrect financial information is provided to the supervisor and/or program director, project liability, embarrassment, and the credibility of WVU Extension Service and the Charleston Office could be negatively affected. External funds could be lost if unallowable expenditures are made with grant funding.

**Example:** If the employee does not accurately initiate procurement transactions, it could jeopardize vendors receiving payment within the specified time period required by the State of WV. Expenditures made for goods or services not allowed on a grant could result in the program being out of compliance when reviewed by funding officials. The scope and effect of this position is statewide and either enhances or is detrimental to the program's reputation.

## VIII. BREADTH OF RESPONSIBILITY

For what functional area(s) does this job have formal and ongoing management accountability and responsibility? List the specific functional areas of management responsibility and briefly indicate the level of responsibility and accountability with respect to primary activities performed.

[***Note: Not applicable to classified positions at WVU. No information needed here.***]

| Functional Area | Management Responsibility/Accountability |
|---|---|
| **N/A** | **N/A** |

## IX. CONTACTS

This section appraises the responsibility for working with or through other people within and outside the State College and University System of West Virginia to get results. Consider the purpose and level of contact encountered on a regular, recurring and essential basis during operations. Consider whether the contacts involve furnishing or obtaining information, explaining policies or discussing controversial issues. This factor considers only those contacts outside the job's immediate work area.

**INTRA SYSTEMS (within the West Virginia Higher Education Systems)**

With whom does the position regularly communicate within West Virginia higher education systems in order to perform the duties (e.g., faculty members outside your area, managers of other units, Vice Presidents)? What is normally discussed and how often does it occur (e.g., daily, weekly)?

| Title | Communicate About What | How Often |
|---|---|---|
| ▪ Supervisor | ▪ Exchange information, problem resolution | ▪ Daily |
| ▪ Charleston After School Program Director | ▪ Exchange information, problem resolution, resource issues | ▪ As needed |
| ▪ WVUES OFB Staff | ▪ Document processing, problem resolution, resource issues | ▪ As needed |
| ▪ WVUES Grants Administrator | ▪ Grant budget and routing forms | ▪ As needed |
| ▪ Faculty/Staff | ▪ Exchange information, problem resolution | ▪ As needed |

**EXTERNAL (outside the West Virginia Higher Education Systems)**

With whom does the position regularly communicate outside the West Virginia higher education systems to perform the duties (e.g., students, suppliers, governmental agencies, product representatives)? What is normally discussed and how often does it occur (e.g., daily, weekly)?

| Title | Communicate About What | How Often |
|---|---|---|
| ▪ WVU Foundation Admin. Staff | ▪ Document processing, problem resolution | ▪ As necessary |
| ▪ Vendors | ▪ Problem resolution | ▪ As necessary |
| ▪ WVUES county support staff | ▪ Exchange information, problem resolution | ▪ As necessary |
| ▪ State of WV Agency staff | ▪ Gather information | ▪ As necessary |
| ▪ Local Boards of Education | ▪ Site budget items; Problem resolution | ▪ As necessary |
| ▪ Local Partnering Agencies | ▪ Site budget items; Problem resolution | ▪ As necessary |

## X. DIRECT SUPERVISION EXERCISED

This section looks at the type of supervision this position has over other employees. Consider the degree of direct supervision exercised over others in terms of the level of subordinate jobs in the organization and the nature of work performed. Only the formal assignment of such responsibility should be considered; informal work relationships should not be considered. Supervision of student workers may be taken into account if they are essential to the daily operation of the unit. Do not include temporary or contract employees. **The Human Resources Office will verify the types of employees supervised.**

1. Are you responsible for assigning tasks and monitoring the work of others (lead)?

Yes: ☐ No: ☒

| Title | Headcount | Total FTE (to be verified by HR Office) |
|---|---|---|
| ▪ | ▪ | ▪ |

2. Are you responsible for hiring, firing, performance appraisals, etc. for others?

Yes: ☐ No: ☒

| Title | Headcount | Total FTE (to be verified by HR Office) |
|---|---|---|
| ▪ | ▪ | ▪ |

3. Does this position supervise students who are essential to the daily operations of the Unit?

Yes: ☐ No: ☒

If yes, please indicate the total number of FTE students supervised and briefly describe the function of the students.

| Function | Headcount | Total FTE (to be verified by HR Office) |
|---|---|---|

| | | |
|---|---|---|
| ▪ | ▪ | ▪ |

**XI. INDIRECT SUPERVISION EXERCISED (Supervision over first-line supervisors)**

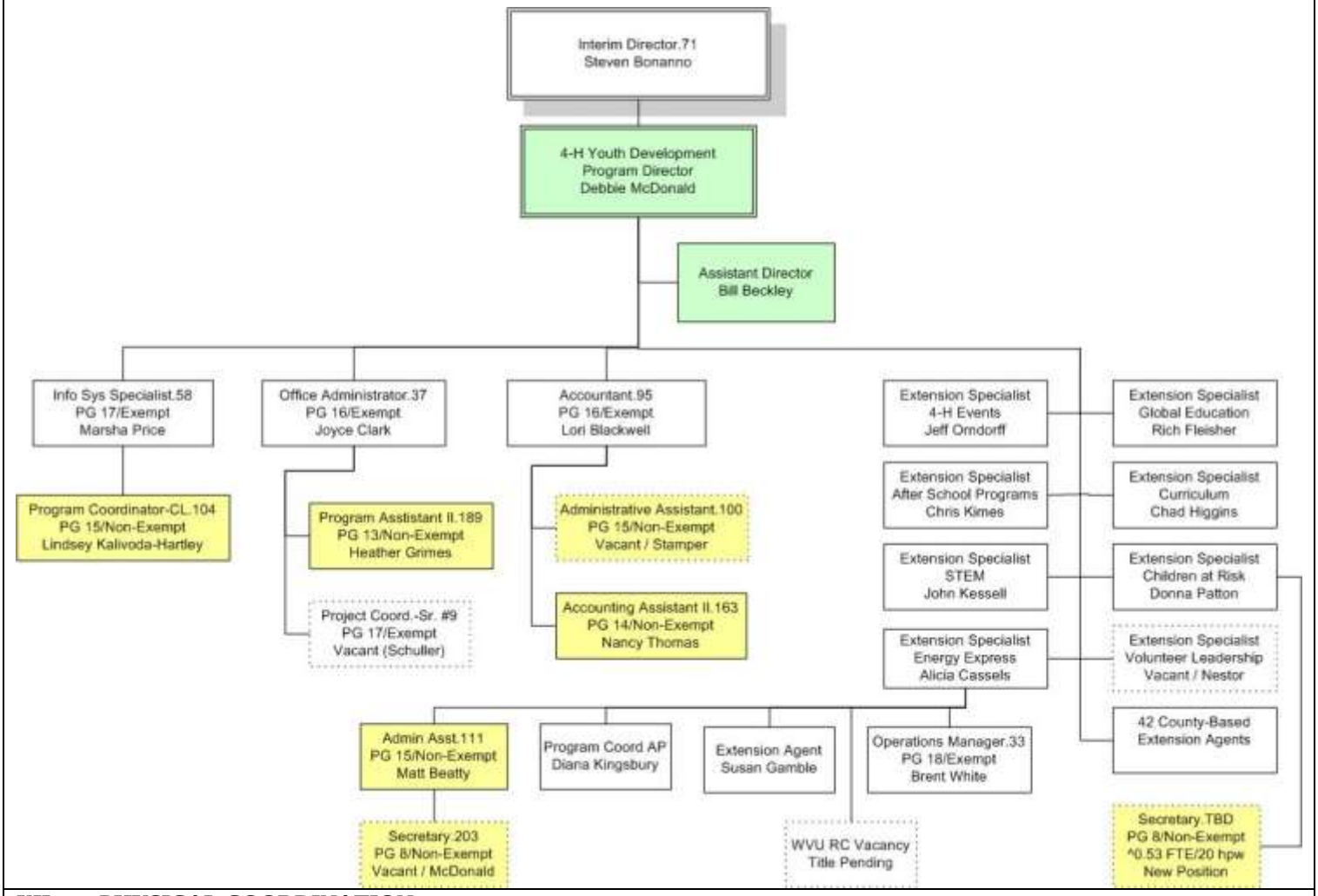
This section considers the position's responsibility for the indirect supervision of subordinates informal work relationships are not considered. Indicate the number of indirect employees under this position's line of authority. The number of subordinates should be reported in full-time equivalency (FTE) and not head count.

1. List the official title(s) of the employee(s) this position indirectly supervises.

| Title | Headcount | Total FTE (to be verified by HR Office) |
|---|---|---|
| ▪ | ▪ | ▪ |

**ORGANIZATIONAL REPORTING RELATIONSHIPS**

- PLEASE ATTACH A FLOW CHART FOR YOUR ENTIRE DIVISION AND/OR DEPARTMENT TO THIS PIQ. ***FAILURE TO PROVIDE THIS FLOW CHART WILL RESULT IN A DELAY IN THE PIQ REVIEW PROCESS!***




## XII. PHYSICAL COORDINATION

This section looks at the motor skills involved in performing this job. Consider the following issues; complexity of body movements; speed/timing of movements; precision of movements; and need for close visual attention.

Please give an example of the physical coordination required to perform this job, such as the amount of accuracy required to use a hand or power tool or operate a specific instrument or type of equipment.

- Eye-hand coordination to daily operate desktop computer and other office equipment.

## XIII. WORKING CONDITIONS

*This section considers the quality of working conditions as measured by lighting adequacy, temperature extremes and variations, noise pollution, exposure to fumes, chemicals, radiation, contagious diseases, heights and/or other related hazardous conditions.*

***Check all items that describe the conditions or environment, in which the position works and provide an example:***
***Frequency (FQ):***

**A**=All of the Time (90% or more per year) **M**=Most of the Time (50% or more per year)
**S**=Some of the Time (Less than 50% per year) **R**=Rarely (Less than 10% per year) **N**=Never

| Condition | Frequency | Example |
|---|---|---|
| Normal office environment | A | Meeting deadlines, reports, fax, telephone |
| Use of computer | A | Keyboard, mouse, monitor, CPU, software, printer |
| Inadequate ventilation | R | |
| Extremes in temperature | R | |
| Outside weather conditions | N | |
| Wetness/humidity | R | |
| Dust/fumes/odor *(from normal daily conditions)* | R | |
| Heights *(over 10 feet)* | N | |
| Moving parts *(tools and machinery)* | R | |
| Vibrations | R | |
| Electrical current | N | |
| Excessive noise | R | |
| Respirables *(asbestos, silica, coal, e.g.)* | N | |
| Animals | N | |
| Radiation | N | |
| Chemicals | R | |
| Toxic conditions/fumes | N | |
| Contagious diseases | R | |
| Body fluids | R | |
| Other *(please list)*: | R | |
| | | |

## XIV. PHYSICAL DEMANDS

This section measures the physical demands of the job as measured by the exertion placed on the skeletal, muscular and cardiovascular systems of the incumbent. Consider both how much and how often it occurs.

Describe any physical effort in the job, such as standing, lifting, carrying, bending, walking, etc., and list how often (daily, weekly, etc.) it happens.

| Physical Effort | How Often |
|---|---|
| ▪ Use of a computer monitor, using a keyboard, extended period of time sitting | ▪ Daily |
| ▪ Lifting items weighing no more than 50 lbs | ▪ Daily |
| ▪ Standing, walking stairs, bending | ▪ Daily |

## XV. DISCLAIMER

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the PIQ may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

All requirements are subject to possible modification in order to provide a reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, students, other employees, or the general public.

## XVI. EMPLOYEE GENERAL COMMENTS

*You may add other information which would be important in understanding your job and which has not been covered in other sections of this form.*

_____ _____

Employee's Signature Date

## XVII. SUPERVISOR COMMENT SECTION

*This portion of the questionnaire is to be completed by the employee's immediate supervisor. As a supervisor, it is important that you review this questionnaire for accuracy and completeness and note any comments you may have next to the employee's responses and please initial. The space provided is for general remarks you may have. Remember, this questionnaire is intended solely for the purpose of accurately describing the position and not the person or her/his performance.*

_____ _____

Immediate Supervisor's Signature Date

## XVIII. MANAGEMENT COMMENT SECTION

*This portion of the questionnaire is reserved for comments by the second-level supervisor and other management staff members, where applicable, who indirectly supervise this position through other supervisors. As the next level of management over this position, it is important that you review this questionnaire and note any comments you may have next to the employee's responses and please initial. The space provided below is for any general remarks you may have. Remember, this questionnaire is intended solely for data purposes of accurately describing the position and not the person or her/his performance.*

Debbie McDonald 4/17/12

Second Level Supervisor's Signature Date

**Revised January 2003**