

APPEAL OF POSITION CLASSIFICATION FOR EMPLOYEES COVERED
BY UWOSA COLLECTIVE AGREEMENT
(Reference Collective Agreement Article 44)
Attention: Job Evaluation Appeals Committee

(A) Contact Information:

Name of person requesting appeal: Clarissa Reynolds
Title: Clerk IV
Phone: X85249
Email: creynolds@ivey.uwo.ca
Department: facilities-mailroom Ivey Business School

(B) Position Information:

Current Incumbent: Clarissa Reynolds
Current Classification: Clerk IV
Classification Being Appealed: Clerk IV
Date Evaluation Results Letter Received: November 7, 2007

(C) Information Required For Job Evaluation Appeals Committee

Reason for the appeal: _____

Please see attached sheet

Supporting Information (Optional):

(Attach an additional page if more space is required)

(D) Approvals:

Signature of Person Appealing: Clarissa Reynolds Date: November 19/07

The appellant shall send one copy of the material to Human Resources and one copy to JEAC c/o UWOSA.

The multi-functioning services office that I run at the Richard Ivey Business School is like none other on campus. What I do and the responsibility bestowed upon me on a daily basis is of no comparison to any other Clerk IV position at UWO. The "mailroom" at Ivey certainly should not be identified by its current name. It is a courier depot with very strict deadlines and high volumes. It is a supplies store with a vast number of stationary stock items and specialty items. It is the mailroom where mail is sorted for more than 350 individuals here at the UWO campus and three other Ivey locations. We are the main switchboard for the entire Ivey community and also the location for the school's main fax line. This office is also the "help desk" for every student, faculty, staff member and stranger that is within its walls.

The PDQ makes us format the details of our position into a percentage system. A percentage should not apply when the incumbent is doing all tasks to their full capacity. The position I hold could be filled by 2 to 3 people, full-time employees. I simultaneously process couriers, while answering the phone (headset), signing for incoming couriers, selling supplies to staff and answering questions when someone comes to the door. Running this office is a high functioning, multi-faceted position which is in definite need of a pay grade increase. I have no supervision for day to day tasks and solely manage this busy office.

In reference to the capacity to which am involved in shipping and receiving; I am the sole customs and trafficking officer for Ivey Management services. This is comparable to Ray Williamson (PMA) and his position at UWO. Any and all import and export issues regarding couriers under the Ivey Management Services company is dealt with by me alone. Customs, government, border and classification regulations are solely my responsibility. I am to keep the school's legal interests in mind when creating forms and generating documentation, since hefty fines would apply for misrepresentation. I am certainly as much or more "hands on" with the IMS importing and exporting as Ray Williamson's assistant Elaine Roswell (salary grade 11).

I am responsible for all purchasing done for the Richard Ivey Business School (except furniture items and computer hardware/software) and make all decisions regarding pricing and billing. I research all price quotes for items and keep a lengthy list of suppliers and prices for reference. Detailed month-end reports and daily logging of supply sales are mine to manage and direct. This supply "store" is comparable to Western Office Supplies on campus which is managed by Trevor Semple (salary grade 11).

I would hope that my position is compared with other Clerk IV positions on campus in the following way:

The multi-faceted position and what it entails and amount of responsibility bestowed upon me in regards to all of the duties and tasks I perform on a daily basis. As stated earlier, there is no other high functioning office like this on campus which would also ensure that there is no other position like mine on campus. The position I hold has blossomed with responsibility and accountability and I would hope that the dependability and trustworthiness required to be reliable for this position would warrant a classification upgrade.

Subject: Mailroom Clerk (IV)

December 13, 2007

The following is in response to the request you have received to reclassify the Clerk 4 position in the Mailroom - Facilities Management Department.

It is our opinion that the current classification accurately reflects the job functions, accountabilities, scope, and level of responsibility. The position was evaluated and upgraded in 2004 from Clerk III to Clerk IV. Below is a brief summary of the position's major responsibilities as they were in 2004 and as they are listed in the most recent update:

	2004 job description	2007 job description
Scope:	The Mailroom Clerk position is one of two clerk IV positions. Both clerks are responsible for the day-to-day operations of the mail room; coordination of mail delivery among 3 locations; timely mail pickup and delivery, couriers; special shipping arrangements; international shipping; order supplies – monitor cost efficiency, recommend product, maintain inventory; maintain PIN numbers for fleet of copiers. Provide back up for Facilities Coordinator if needed. The Clerks report to Facilities Manager; consult Manager on system and policy/procedure issues.	The Mailroom Clerk position is one of two clerk IV positions. Both clerks are responsible for the day-to-day operations of the mail room; coordination of mail delivery among 4 locations; timely mail pickup and delivery, couriers; special shipping arrangements; international shipping; order supplies – monitor cost efficiency, recommend product, maintain inventory; the Clerks report to Facilities Manager; consult Manager on system and policy/procedure issues.
Duties:	<ul style="list-style-type: none"> • Mail delivery to faculty and staff, processing of mail, advising customers of changes in postal and shipping regulations • Process couriers (domestic and international); advising customers on mailing, shipping, couriers, customs and packaging issues and delivery timeframes 	<ul style="list-style-type: none"> • Process couriers (domestic and international), ensure compliance with regulations; provide advice to customers on courier services, and delivery times, transportation and distribution requirements; keep accurate filing for manifests; • Receive courier packages and notify addressees • Sort internal mail and keep sorting system up to

	2004 job description	2007 job description
	<ul style="list-style-type: none"> Responsible for office supply ordering and inventory maintenance; provide advice on supplies-recommend cost efficient suppliers; place orders to suppliers Back up assistance to the Facilities and Reservations Clerk (SG 11) during absences and peak times; responsible for booking classrooms and meeting rooms; ensure Chubb security system coordinated with room bookings; deal with Chubb security systems problems and access cards Other duties: Maintain copier IDs and read copiers for quarterly billings; assist with special projects (i.e. coordination of First Aid Training) 	<ul style="list-style-type: none"> Responsible for office supply ordering and inventory maintenance; provide advice on supplies-recommend cost efficient suppliers; place orders to suppliers Operate and update the automated attendant for lvey's main telephone line; provide information to callers; operate main fax line Other duties: Provide shuttle information, maintain records for off-site storage of supplies; order beverage and water supplies.
<p>Level of Responsibility and Decision Making:</p>	<p>The incumbent completes assigned tasks as required; must be knowledgeable about processes, procedures and regulations and must follow them; the incumbent does not require close supervision but must maintain timely and complete communication with her manager and colleagues in the respective areas of the department; incumbent deals with day to day issues/problems and consults with the manager on more complex issues involving policies, processes and procedures. Assistance regarding complex or unusual shipping issues is available from the customs and traffic office at UWO.</p>	<p>The incumbent completes assigned tasks as required; must be knowledgeable about processes, procedures and regulations and must follow them; the incumbent does not require close supervision but must maintain timely and complete communication with her manager and colleagues in the respective areas of the department; incumbent deals with day to day issues/problems and consults with the manager on more complex issues involving policies, processes and procedures. Assistance regarding complex or unusual shipping issues is available from the customs and traffic office at UWO.</p> <p>The Facilities Manager is available on a daily basis for consultation and resolution of unusual or more complex issues. The Controller/Director of Facilities is also available.</p>
<p>Supervisor Availability:</p>	<p>The Facilities Manager is available on a daily basis for consultation and resolution of unusual or more complex issues. The Controller/Director of Facilities is also available.</p>	<p>The Facilities Manager is available on a daily basis for consultation and resolution of unusual or more complex issues. The Controller/Director of Facilities is also available.</p>

Because of an increase in the volume of items processed through the mail room, the incumbent is no longer responsible to provide back up to the Facilities Coordinator and the Facilities Clerk.

As evident from the attached organization chart, the mailroom Clerk position is one of two mailroom Clerk positions; it is one of four UWOSA positions in the Facilities Management Department headed by the Controller and Director of Facilities and directly supervised by the Facilities Manager (PMA positions).

Facilities Coordinator (SG 11)

The Coordinator is responsible to provide input into the development and implementation of the reservation and security system at Ivey; directly involved with system upgrades and responsible to run the system efficiently; he coordinates the ongoing development and installation of the integrated card-access security system; administers and maintains the software system in conjunction with the school's reservation system. Facilities Assistant provides assistance to the Facilities Coordinator who reports to Facilities Manager; consults Manager on system and policy/procedure issues.

Mailroom Clerk IV (2 positions)

Both clerks are responsible for the day-to-day operations of the mail room; coordination of mail delivery among 4 locations; timely mail pick up and delivery, couriers; special shipping arrangements; international shipping; order supplies – monitor cost efficiency, recommend product, maintain inventory; maintain PIN numbers for fleet of copiers. The Clerks report to Facilities Manager; consult Manager on system and policy/procedure issues.

Facilities Assistant – Clerk IV

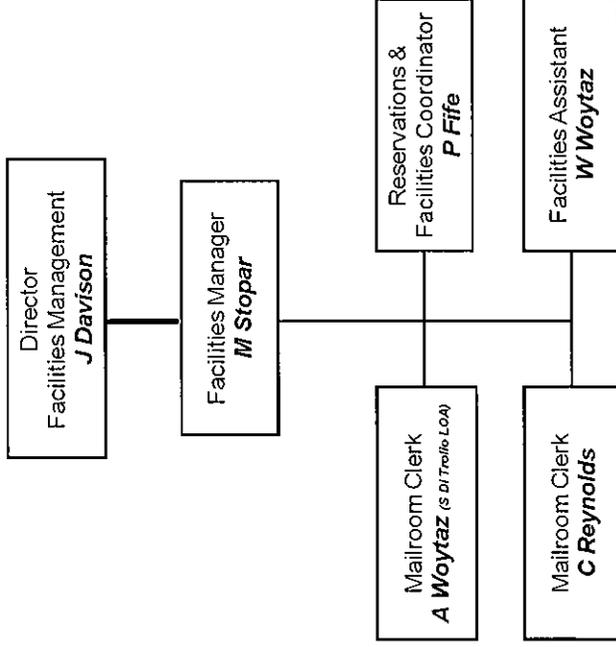
Completes duties/assignments as required. Provides assistance to Facilities Manager; provides back up for Facilities Coordinator and Mailroom Clerks. The incumbent consults Manager on unusual or more complex issues. In 2006, this position was evaluated by JEAC as Clerk IV. This position is responsible for facilities/room reservation and mail room back up.

Thank you for taking the time to review this information. Please contact me if you require further information.



Mary Stopar
Manager, Facilities Department
Richard Ivey School of Business

FACILITIES MANAGEMENT



UWOSA JOB EVALUATION RECORDING FORM

Office Support Plan

(APPEAL)

Dept: Ivey School of Business
 Dept. Num.
 Incumbent: *C. Reynolds*
 Cite Mem. Present: UWOSA: L. Johnson, J. Millette, M. Parker,
 ADMIN: L. Koza, V. Smith, C. Zrini

Job Title: Clerk 4

Eval. Date: 2008/02/06

	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile			
						-	=	+	
I	Job Knowledge	Full vocational - Secondary school	Educ	2					
			Exper.		E	65			
II	Initiative	2 years of experience. Serving clients		3	35				
III	Complexity/Judgement	Generally regulated. Most activities have prescribed guidelines		4	35				
IV	Contacts	Faculty.. Internal Advice on policies. Creating cooperation		3	45				
V	Errors	Awkward - lost couriers, cost of supplies		3	45				
VI	Supervision of Others	Incidental	Char.	1					
			Scope		A	5			
VII	Effort/Demands	50 lbs. Push carts, stacking boxes, on feet		3	60				
VIII	Physical Environment	No information in role description		1	10				

CLASSIFICATION ASSIGNED

Total Pts: **300**

Group: _____ Clerk _____

Level: _____ 4 _____

Co-Chair Signatures: UWOSA: M. Parker

ADMIN: L. Koza

**POSITION DESCRIPTION
QUESTIONNAIRE**

**THE UNIVERSITY OF WESTERN ONTARIO
EMPLOYEE RELATIONS**

U.W.O. ID NUMBER _____ PRESENT INCUMBENT SURNAME REYNOLDS INITIALS C. POSITION IDENTIFICATION DEPT. NO 020B P.S. JOB CODE S051 SC4

BASIC POSITION INFORMATION

DEPT. NAME Mail and Supplies
SECTION NAME Facilities and Services
EFFECTIVE DATE May 9, 2007
LOCATION Richard Ivey School of Business
WORK WEEK HRS. 35
SUPERVISOR SURNAME Stopar INITIAL M. PHONE 83873

FOR SALARY ADMINISTRATION USE	
CLASS'N	<u>Clerk 4</u>
CLASS'D	<u>Nov/07</u> EFFECT <u>N.C</u>
Date	Date
ANALYST	<u>JCD</u>

1) PLEASE LIST AND DESCRIBE YOUR MAJOR DUTIES WITH AN APPROXIMATE ANNUAL PERCENTAGE OF TIME SPENT ON EACH. USE SPECIFIC TERMINOLOGY PERTINENT TO THIS POSITION; PROVIDE EXAMPLES (E.G. TESTS, PROCEDURES, ETC.) AND CLARIFY YOUR INVOLVEMENT IN EACH DUTY (RE. SUPERVISE IT, DO IT, PARTICIPATE IN IT, ETC.)

NO.	MAJOR DUTIES	%
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The Mail & Supplies Office has two full-time staff members who report to the Manager of Facilities & Services. The Facilities Coordinator provides backup support in the absence of the full-time staff. The Mail & Supplies staff provide services to the Ivey Community who are located on the main campus in the Ivey Building, Somerville House, and the Health Sciences Building and at Spencer Leadership Centre, at the ING Leadership Centre in Toronto and in Hong Kong.

- | | | |
|----|--|--|
| 1. | COURIERS – 44% | |
| | <ul style="list-style-type: none"> Provide high quality service to customers, advising them on all aspects regarding couriers. Ensure proper address information, phone numbers and any other important factors have been supplied by customers. Ensure the accurate and effective export of international shipments in compliance with all on domestic and foreign, customs laws and regulations, The Incumbent is responsible for verifying that all required information is provided, contents are properly identified and all contents are disclosed. Determine nature of goods, value, cost and country of origin for each shipment and prepare accurate customs and trafficking documents to ensure all requirements are met. All goods for international export must be given the appropriate HS (Harmonized System) code pertaining to its proper classification by government standards. Shipments to foreign countries require preparation of proper export documents and compliance with regulations governing the importation of the goods or equipment into the country to which they are consigned. Must also provide additional documentation as required to the Federal Communications Commission (for computer hardware), Toxic Substance Forms for any item carrying liquid (pens/highlighters) and give manufacturer's name, address and phone number for all clothing items being shipped to the USA, including whether fabrics are knit or woven. Provide knowledgeable guidance and information to customer questions regarding couriers. Determine transportation and distribution requirements (where is it going, what is required to get it there, will someone be at receiving end, is the loading dock appropriate and meets unloading requirements), while quoting and forecasting costs and timeframes in advance to customers. Monitor service rates and select most cost effective and efficient service to minimize transit times and reduce transportation costs, loss in transit and damage. Search and find all PIN or waybill tracking numbers for customers when required. Trace lost shipments by computer and follow-up with appropriate courier company via phone. Responsible for finding lost shipments and recouping costs for lost and damaged goods. Keep accurate filing for manifests, generate month end reports and reconcile courier invoices for the Finance Department. The incumbent is responsible for keeping each individual manifest as a separate entity (IMS or Ivey) for billing purposes. Effective time management and organizational skills allows an estimated \$2,500 per week in outgoing shipments to be processed efficiently and accurately through the office. Receiver for all incoming courier packages. Responsible for notifying recipients when courier packages have arrived and also for making arrangements to either hold or deliver these shipments. | |

- Stay abreast of changes and implement procedures and processes as required to comply with new regulations as needed. Keep up to date with government standards.

2. SUPPLIES – 23%

- Daily maintain an adequate inventory of over 260 standard stationary supplies in office stock. Provide advice regarding supplies queries and purchases and suggest products that may be less costly and of comparable quality. Estimate future requirements and assess potential cost savings. Keep in contact with many external suppliers in order to have practical knowledge of pricing for special orders. Place large orders with WOS (Western Office Supplies) 3 times weekly, purchasing average of \$12,000 monthly. Incumbent reviews existing inventory on a regular basis and determines what items should be discontinued and which should be added.
- Incumbent must keep a precise daily log of generated sales with corresponding internal department speed codes for billing purposes. Fill supply orders for customers with a typical one day turn over and deliver supplies upon request.
- Responsible for mass paper ordering and coordinating its delivery to the main Richard Ivey Business School campus location and to several off-site locations.
- Coordinate delivery and inventory of exam booklets and/or diskettes with Faculty Administrative Assistants for exams held throughout the year.
- Primary responsibility to update the supplies Access system database and ensure expenses are recovered by providing accurate month-end reports to the Finance Office.
- Incumbent is responsible for coordinating annual supplies inventory, submitted to the Finance Office for review by external auditors.
- Incumbent possesses the VISA information for both companies (UWO & IMS) and has authorization for its use for supply orders from external sources.
- Incumbent signs off on all invoices pertaining to supply purchases. Keep accurate account information for all UWO speed codes and IMS accounts. Sell an average of \$10,000 standard stationary supplies monthly. Research and give customers accurate pricing on goods to be sold and time frames regarding delivery.

3. MAIL – 14%

- Communicate any changes in postal and shipping regulations, delivery timeframes and rates to customers. Provide information and assistance with packaging and cost effectiveness issues regarding mail.
- Sort internal mail using internal mail board sorting system. Update and organize this sorting system on a frequent, as needed basis to incorporate changes in personnel in Ivey community.
- Ensure daily delivery of mail to Ivey Faculty and Staff in various locations on main campus and other locations.
- Send outgoing mail to Central UWO Mailroom using the appropriate number sequence given, which corresponds with Ivey departmental speed codes and accounts. Keep in regular contact with Central UWO Mailroom to discuss any guideline and documentation changes. Occasionally search Canada Post website and speak with Canada Post representative to discuss any policy or rate changes.

4. MAIN SWITCHBOARD – 14%

- Operate and update the automated attendant for Ivey's main telephone number and provide personal, efficient and knowledgeable service to callers who have not utilized the attendant. Prioritize calls between the two line phone system. Voicemail messages that have been left after hours should be responded to asap.
- Ivey's main fax line is located in the Mailroom. Incumbent is to notify staff/faculty/students of fax arrivals and arrange for delivery or pickup.
- The incumbent is to keep abreast of the school's programs, conferences, activities and be aware of changes in faculty/staff to provide customers with accurate information.

OTHER DUTIES (less than 10%)

5. OTHER DUTIES – 5%

Substantial self direction and initiative required to:

- answer questions and aid students and visitors at Ivey.
- give information to individuals about the Ivey shuttle and communicate requests to shuttle driver.
- maintain records for off-site storage of supplies at Carter's Printing and supply storage within the school.
- order, replenish and deliver beverage supplies for PhD students from an outside supplier.
- coordinate current contract with Culligan for water delivery throughout the School and at other locations on campus.
- communicate service requests to caretaking services staff as required.
- other duties as required.

3) PLEASE CHECK THE SUPERVISORY DUTIES, WHICH YOU PERFORM **REGULARLY**.

- Training and guidance for new employees (temporary/casual Mailroom staff)
- Work distribution and/or verification of results
- Performance review and salary recommendations
- Hiring and firing; please describe the degree of your involvement:

4. IF YOU **COMPOSE** (originate) WRITTEN MATERIAL, PLEASE COMPLETE THE FOLLOWING TABLE:

Type of Composition	Method of Composition	Brief Description of Content
Correspondence: <input type="checkbox"/>	<input checked="" type="checkbox"/> Complete Composition <input type="checkbox"/> Partial composition with general direction (verbal or written) <input type="checkbox"/> Prescribed format	Email to transmit or gather information regarding mail/courier and supplies services to/from customers; to communicate changes in services; to prepare customs, brokerage and government documentation for imports/exports.
Reports: <input type="checkbox"/>	<input type="checkbox"/> Complete composition <input type="checkbox"/> Partial composition ... <input checked="" type="checkbox"/> Prescribed format	Month-end reports for finance office. Year-end reports for finance office
Other: <input type="checkbox"/>	<input checked="" type="checkbox"/> Complete composition <input type="checkbox"/> Partial composition ... <input type="checkbox"/> Prescribed format	Letters to suppliers for formal complaints for reimbursement purposes, problems and concerns

5) WHAT ARE THE **MINIMUM** SKILLS, EDUCATION, SPECIAL TRAINING AND/OR EXPERIENCE **REQUIRED** TO PERFORM SUCCESSFULLY THE DUTIES OF THIS POSITION?

- Secondary school diploma, two or more years of experience working in service-oriented environment
- Excellent organizational and planning skills to co-ordinate multiple demands while maintaining commitment to exceptional quality and customer service
- Attention to detail; analysis of options and best option decision making
- Excellent interpersonal, oral and written communications skills
- Ability to maintain flexibility and handle multiple demands in a fast-paced environment
- Exhibit strong team work attributes in a service oriented environment
- With minimal supervision, ability to work independently with a high degree of initiative, while functioning as a member of a cohesive team. Due to a high volume of concurrent demands the incumbent must demonstrate a positive, constructive approach to dealing with the challenges through excellent judgment and logical thinking.
- Knowledge of Canada Post regulations (guides), automated shipping programs and Canadian customs regulations is an asset
- Ability to lift, stack and move heavy boxes (up to 50 lbs.) and stand for prolonged periods of the workday; ability to push service carts up and down the ramps within building (some are carpeted, others are not).
- Working knowledge of computers and software (Microsoft Office, Access, Outlook). Ability to adapt to new technology requirements in order to keep systems current and flexible.

6) PLEASE DESCRIBE THE **NATURE** AND **FREQUENCY** OF THE SUPERVISION YOU RECEIVE.

Both members of Mail & Supplies are fully trained in each aspect of the other person's position. Each staff member works independently while carrying out their respective assignments and is authorized to request the assistance of the other member when required. The Manager of Facilities & Services is contacted as required to discuss policy changes,

overtime requirements, possible changes in service, personnel issues.

WHAT TYPES OF PROBLEMS OR INQUIRIES ARE YOU EXPECTED TO DEAL WITH ON YOUR OWN?

- Daily operations decisions in all couriers, mail and supplies services
- Coordinate contract details for preferred courier companies (annually or as required to provide the best service at the cheapest rate and shortest delivery timeframe).
- Maintain up to date account list for Mailroom at SLB
- Advise customers on all aspects of services to meet individual needs at lowest cost possible
- Communicate any changes in postal and shipping regulations to customers
- Reconcile monthly expenses (couriers, supplies)
- Keep up to date on postal, shipping and customs regulations
- Inventory process

8) WHAT TYPES OF PROBLEMS OR INQUIRIES MUST BE REFERRED TO ANOTHER SOURCE FOR SOLUTION?

- Requests for non-standard services or supplies
- Personnel issues and customer issues that can't be resolved
- Vacation and overtime requests

9) WHAT ACTIVITIES DO YOU PLAN OR ORGANIZE? PLEASE INDICATE THE LENGTH OF TIME INVOLVED (e.g. daily planning of assigned work, monthly ...)

The following activities are done daily:

- Select the most appropriate courier company in accordance with customer needs, the costs involved, the service levels provided; prepare documentation, meeting daily deadlines
- Provide advice regarding requests for stationery and supplies, provide options and suggest products that may be less costly and of comparable quality. Maintain adequate inventory of stationery and supplies, update database as required, estimate future requirements and assess potential cost savings if bulk orders are made.
- Main switchboard – answer enquiries or forward to appropriate department or person; updated automated attendant as required.
- Receive and sort incoming mail, faxes, teaching materials, sort and apply account numbers to mail being sent to the Central UWO Mailroom, open and redirect mail as may be appropriate, always maintaining confidentiality
- Prioritize tasks and provide backup support to co-worker as necessary
- Customer service enquiries from staff, faculty, students regarding mailroom procedures and assistance.

Weekly:

- Reconcile courier billing for finance department and authorize with signature

Monthly:

- Prepare month-end reports for shipping, courier, supplies expenses incurred to Ivey Finance Office

Annual:

- Coordinate annual supplies inventory

- 10) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING YOUR **MOST IMPORTANT CONTACTS** (in person, by telephone, or in writing). PLEASE EXCLUDE CONTACTS WITH YOUR SUPERVISOR AND YOUR SUBORDINATES. INCLUDE GROUPS AS WELL AS INDIVIDUALS.

CONTACT'S TITLE (e.g. Purchasing Agents)	LOCATION (inside outside) dept dept	FREQUENCY (dly wkly mthly)	PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
Faculty, Staff, Students	Ivey	daily	courier, supplies, mail services
Central Stores	UWO	daily	supply orders
Federal Express	External	daily	international couriers
Purolator	External	daily	various courier locations
Helix	External	daily	local couriers
Caretakers	Internal	daily	requests & deliveries
Shuttle Bus Driver	Internal	daily	requests & deliveries
SLB Mailroom	Internal	daily	mail services
UPS/Canpar/DHL/Fastway	External	daily	deliveries
Carters Printing	External	weekly	stationery
Purchasing	UWO	weekly	couriers
Canadian Tire	External	weekly	supplies
Canada Post	External	weekly	deliveries & services
Carlson Wagonlit	External	weekly	couriers
Dolce International (Spencer)	Internal	weekly	requests & services
Nationwide Gourmet	External	weekly	supplies & delivery
UTI Custom Brokers	External	as required	customs
Avenue Industrial Supply	External	as required	supplies
Robert Q	External	as required	couriers
Rapid	External	as required	shipping large items
Culligan	External	as required	contract & deliveries
Central Sorting Mailroom	UWO	as required	campus mail
JE Canada (Toshiba)	External	as required	services
Bruce Edmeades	External	as required	supplies

THIS COMPLETED QUESTIONNAIRE IS AN ACCURATE DESCRIPTION OF THE WORK BEING PERFORMED.

Staff Member:

Clarissa Reynolds

Present Classification Clerk IV Signature _____ Date _____

Supervisor:

Mary Stopar

Signature Clarissa Reynolds Date July 25/07
Mary Stopar