

Commonwealth of Massachusetts

1. POSITION TITLE			AGENCY BRC	
2. APPROPRIATION OR AGENCY CODE	POSITION NO.	REQUISITION NO.	SALARY	DATE PREPARED
3. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES <i>See Below</i>				
4. SUPERVISION RECEIVED				
5A. DIRECT REPORTING STAFF			5B. THEIR STAFF	
DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES				

6. QUALIFICATIONS REQUIRED AT HIRE (List know ledges, skills, abilities)

7. QUALIFICATIONS ACQUIRED ON JOB (List know ledges, skills, abilities)

8. MINIMUM ENTRANCE REQUIREMENTS

9. LICENSE AND/OR CERTIFICATION REQUIREMENTS

REMARKS

Note: This form must be submitted to the Personnel Administrator for every new position in your jurisdiction, and for any substantive in an established position.

SIGNATURE OF APPOINTING AUTHORITY

TITLE

AGENCY

PREPARED BY

INITIALS OF INCUMBENT

DATE

INITIALS OF SUPERVISOR

DATE