

# Job Analysis Summary

## Employer Information

Date: \_\_\_\_\_ Employer: \_\_\_\_\_

Employer Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Subject Matter Expert: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Subject Matter Expert: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Position Information

Position/Working Title: \_\_\_\_\_

Position Number: \_\_\_\_\_

Class Code: \_\_\_\_\_

Salary Range: \_\_\_\_\_

### 1. Critical Duty/Essential Function/Key Work Activity

Critical Competencies/Skills/Abilities

**2. Critical Duty/Essential Function/Key Work Activity**

Critical Competencies/Skills/Abilities

### **3. Critical Duty/Essential Function/Key Work Activity**

Critical Competencies/Skills/Abilities

Comments: