

State of Colorado



TEMPORARY POSITION DESCRIPTION

Use this document for **temporary positions only**. **PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK.**

INSTRUCTIONS: Agency Code is the three-character code used by COFRS. For example, the Department of Revenue is TAA. Principal Department or equivalent means what is created by law or recognized in personnel rule.

Agency Code _____ Position Number _____				
Principal Department/Agency/University or Equivalent _____				
Division or Equivalent _____				
Work Unit or Equivalent _____				
Work Address				
Street or Box # _____	Bldg. And Room # _____	City _____	Zip _____	
Requested Class Title _____				Class Code _____
Anticipated Begin Date _____		Anticipated End Date _____		% of Time _____

INSTRUCTIONS: List the major job duties performed by the position. Fill in the percent of time. For purposes of the American with Disabilities Act, all job duties for this temporary position will be considered essential functions. Do not list incidental tasks.

%	Duty
%	Duty

PERSONNEL USE ONLY

JOB EVALUATION REPORT/NOTICE FOR TEMPORARY POSITIONS

Instructions: This page is for the creation of temporary positions. Do not use any other job evaluation report. **THIS FORM IS USED ONLY FOR TEMPORARY POSITIONS.**

Date Received _____ Date Reviewed _____ Effective Date

Agency Code _____ Position Number _____ Action Number

Reviewer's Name

Document is: ____ complete ____ incomplete and returned (indicate below the date and reason(s))

The official job description is accurate. Based on a review of the attached description and any other available sources of information, this position is allocated to:

Class Title

Class Code _____ Pay Grade

Position's FLSA Status is non-exempt.

Other Comments

Approving Authority

Date