

Agency # / Agency or Institution Name

Position/Item Number	Class Code / Title (Attach description of job duties)	Grade

Minimum Qualifications (Use same description as stated on Class Specification).

Attach OPM Form 081 For Eligible Applicants Not Selected

Agency/Institution Personnel Representative	Date	
Agency/Institution Director/Chancellor	Date	

Office of Personnel Management - Action

Reviewed By:

OPM Personnel Representative	Date	
Classification and Compensation Manager	Date	