



# Administrative Manual PROCEDURE

SECTION

Personnel

SUBJECT

COMPLETING A  
POSITION DESCRIPTION

The form shown below contains all necessary instructions for completion:

CITY OF BALTIMORE		POSITION DESCRIPTION		1. POSITION - JOB NUMBER - AGENCY JOB NUMBER	
<p><b>INSTRUCTIONS - GENERAL:</b></p> <ol style="list-style-type: none"> <li>This form must be completed by the employee under the direction and/or supervision of all persons making the creation or reclassification of a position, or as directed by the Civil Service Commission under the Bureau of the Budget and Management Research.</li> <li>Print in ink or type on white.</li> <li>State all information as requested for the position or a new class.</li> <li>Do not use any abbreviations except as shown on page 3 or 4 of instructions.</li> <li>State completion of all sections, and appropriate Administrative Manual chapters for coding instructions.</li> </ol> <p><b>EMPLOYEE:</b></p> <ol style="list-style-type: none"> <li>Printed in "PART II" page 3 for further instructions.</li> <li>Upon completion, sign form and forward to your immediate supervisor.</li> </ol> <p><b>SUPERVISOR:</b></p> <ol style="list-style-type: none"> <li>As a general rule, Supervisors must complete "PART II". You may complete "PART II".</li> <li>If a position is new or changed, you must complete "PART II" and "PART III".</li> <li>Upon completion of the required sections, sign form and forward to agency head or agency director.</li> </ol> <p><b>PART I ITEMS 1-6 TO BE COMPLETED BY AGENCY PERSONNEL REPRESENTATIVE</b></p> <p>1. <b>CLASSIFICATION</b></p> <p>2. <b>CLASSIFICATION</b></p> <p>3. <b>CLASSIFICATION</b></p> <p>4. <b>CLASSIFICATION</b></p> <p>5. <b>CLASSIFICATION</b></p> <p>6. <b>CLASSIFICATION</b></p> <p>7. <b>TYPE</b></p> <p>8. <b>CLASSIFICATION</b></p> <p>9. <b>CLASSIFICATION</b></p> <p>10. <b>CLASSIFICATION</b></p> <p>11. <b>CLASSIFICATION</b></p> <p>12. <b>CLASSIFICATION</b></p> <p>13. <b>CLASSIFICATION</b></p> <p>14. <b>CLASSIFICATION</b></p> <p>15. <b>CLASSIFICATION</b></p> <p>16. <b>CLASSIFICATION</b></p> <p>17. <b>CLASSIFICATION</b></p> <p>18. <b>CLASSIFICATION</b></p> <p>19. <b>CLASSIFICATION</b></p> <p>20. <b>CLASSIFICATION</b></p> <p>21. <b>CLASSIFICATION</b></p> <p>22. <b>CLASSIFICATION</b></p> <p>23. <b>CLASSIFICATION</b></p> <p>24. <b>CLASSIFICATION</b></p> <p>25. <b>CLASSIFICATION</b></p> <p>26. <b>CLASSIFICATION</b></p> <p>27. <b>CLASSIFICATION</b></p> <p>28. <b>CLASSIFICATION</b></p> <p>29. <b>CLASSIFICATION</b></p> <p>30. <b>CLASSIFICATION</b></p> <p>31. <b>CLASSIFICATION</b></p> <p>32. <b>CLASSIFICATION</b></p> <p>33. <b>CLASSIFICATION</b></p> <p>34. <b>CLASSIFICATION</b></p> <p>35. <b>CLASSIFICATION</b></p> <p>36. <b>CLASSIFICATION</b></p> <p>37. <b>CLASSIFICATION</b></p> <p>38. <b>CLASSIFICATION</b></p> <p>39. <b>CLASSIFICATION</b></p> <p>40. <b>CLASSIFICATION</b></p> <p>41. <b>CLASSIFICATION</b></p> <p>42. <b>CLASSIFICATION</b></p> <p>43. <b>CLASSIFICATION</b></p> <p>44. <b>CLASSIFICATION</b></p> <p>45. <b>CLASSIFICATION</b></p> <p>46. <b>CLASSIFICATION</b></p> <p>47. <b>CLASSIFICATION</b></p> <p>48. <b>CLASSIFICATION</b></p> <p>49. <b>CLASSIFICATION</b></p> <p>50. <b>CLASSIFICATION</b></p> <p>51. <b>CLASSIFICATION</b></p> <p>52. <b>CLASSIFICATION</b></p> <p>53. <b>CLASSIFICATION</b></p> <p>54. <b>CLASSIFICATION</b></p> <p>55. <b>CLASSIFICATION</b></p> <p>56. <b>CLASSIFICATION</b></p> <p>57. <b>CLASSIFICATION</b></p> <p>58. <b>CLASSIFICATION</b></p> <p>59. <b>CLASSIFICATION</b></p> <p>60. <b>CLASSIFICATION</b></p> <p>61. <b>CLASSIFICATION</b></p> <p>62. <b>CLASSIFICATION</b></p> <p>63. <b>CLASSIFICATION</b></p> <p>64. <b>CLASSIFICATION</b></p> <p>65. <b>CLASSIFICATION</b></p> <p>66. <b>CLASSIFICATION</b></p> <p>67. <b>CLASSIFICATION</b></p> <p>68. <b>CLASSIFICATION</b></p> <p>69. <b>CLASSIFICATION</b></p> <p>70. <b>CLASSIFICATION</b></p> <p>71. <b>CLASSIFICATION</b></p> <p>72. <b>CLASSIFICATION</b></p> <p>73. <b>CLASSIFICATION</b></p> <p>74. <b>CLASSIFICATION</b></p> <p>75. <b>CLASSIFICATION</b></p> <p>76. <b>CLASSIFICATION</b></p> <p>77. <b>CLASSIFICATION</b></p> <p>78. <b>CLASSIFICATION</b></p> <p>79. <b>CLASSIFICATION</b></p> <p>80. <b>CLASSIFICATION</b></p> <p>81. <b>CLASSIFICATION</b></p> <p>82. <b>CLASSIFICATION</b></p> <p>83. <b>CLASSIFICATION</b></p> <p>84. <b>CLASSIFICATION</b></p> <p>85. <b>CLASSIFICATION</b></p> <p>86. <b>CLASSIFICATION</b></p> <p>87. <b>CLASSIFICATION</b></p> <p>88. <b>CLASSIFICATION</b></p> <p>89. <b>CLASSIFICATION</b></p> <p>90. <b>CLASSIFICATION</b></p> <p>91. <b>CLASSIFICATION</b></p> <p>92. <b>CLASSIFICATION</b></p> <p>93. <b>CLASSIFICATION</b></p> <p>94. <b>CLASSIFICATION</b></p> <p>95. <b>CLASSIFICATION</b></p> <p>96. <b>CLASSIFICATION</b></p> <p>97. <b>CLASSIFICATION</b></p> <p>98. <b>CLASSIFICATION</b></p> <p>99. <b>CLASSIFICATION</b></p> <p>100. <b>CLASSIFICATION</b></p>					

Form Number: 28-1618-5064      Order Unit : Specify "Each"  
 Type : Sheet      Quantity of Forms per Order Unit : 1 Sheet  
 Size : 8 1/2" x 11"

To order, prepare a WAREHOUSE REQUISITION (28-1458-5129) [AM-302-1] specifying Warehouse Division 02, and citing the above information.