



9. Prepare an organization chart and identify your supervisor and all employees whose performance rating you sign by names and class titles. If you are not a supervisor, your supervisor must complete this part and identify his supervisor and all his subordinates.

SEE ATTACHED CHART

0 Total number subordinates reporting to you

10. Describe the kind of supervision you give the employees on the above chart by explaining the type of work assigned and the type of work review exercised. If you are not a supervisor, your supervisor must complete this part for all employees shown above.

Supervisors will have regularly scheduled, weekly meetings with new caseworkers until the six-month probationary period is over.

11. FOR THE EMPLOYEE'S IMMEDIATE SUPERVISOR: Review your subordinate's statements. You may make any comments or include any information you feel is appropriate or would be helpful. Use additional paper if needed.

EMPLOYEE'S IMMEDIATE SUPERVISOR'S SIGNATURE \_\_\_\_\_ CLASS TITLE \_\_\_\_\_ DATE \_\_\_\_\_

↓ TO BE COMPLETED BY THE CLASSIFYING AUTHORITY ↓

APPROVED POSITION CLASSIFICATION

REVIEWING ANALYST'S SIGNATURE	DATE
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