

MLC/IHA TASK LIST

MLC

IHA

NOTE: (a) Major tasks are those on which qualifications required to perform the job are based, training needs are determined, the position is classified (i.e., title and grade), and on which an incumbent's performance is evaluated.

(b) List as concisely as possible. Answer the question, "What does the employee in this position do?" Tasks are best described by using active verbs.

ORGANIZATIONAL LOCATION:

INSTRUCTIONS: Based on the work done over the last several months, list the major tasks performed, numbering them serially in the left-hand column, and in the right hand column estimating the percentage of time spent on each task. The tasks must be those actually performed.

TASK NO.	TASK (CONCISE, BUT DESCRIPTIVE INFORMATION)	% of time required

SIGNATURE (IMMEDIATE SUPERVISOR OR ABOVE):

DATE: