**TECHNICAL EVALUATION**

Incumbent:

Department:

Bureau:

Division:

Present Job:

Recommended Job:

Reviewing Analyst:

Review Date:

1. PRIMARY FUNCTION

(Summarize in one or two sentences what this position is responsible for accomplishing. This should be a brief but comprehensive statement of the purpose of this position. The summary should state why the position exists.)

2. POSITION DIMENSIONS

(Summarize in broad terms all pertinent statistics about the work to give a clear picture of the "size" of the position. Significant aspects of the duties might include total budget impacted upon, number of subordinates, funds collected or controlled.)

3. NATURE AND SCOPE

1. Reporting relationships: (Identify, by job title, to whom the incumbent reports. List, by job titles and briefly describe the functional areas of responsibility, those individuals reporting, along with the incumbent, to the same supervisor. Describe the nature and frequency of the incumbent's contacts both inside and outside the organization.)
2. Subordinate functions and personnel: (Describe, in some detail, each function or position supervised by the incumbent. Elaborate on the size, scope and purpose of each subordinate position or function. Describe how the incumbent exercises control over subordinates.)
3. Duties and responsibilities: (Summarize, in some detail and in general order of importance, the duties and responsibilities assigned to the incumbent. Include and describe examples of work.)
4. Problems and challenges confronted: (Describe the greatest challenge in the job. Describe the nature, scope and variability of problems confronting successful performance of the position. How are these problems resolved by the incumbent? Identify the functions and problem areas where the incumbent spends the most time.)
5. Controls on position: (Describe the nature of supervisory review, policies, procedures, etc. that limit the incumbent's freedom to solve problems or to act. Identify the types of problems the incumbent can resolve, versus those that must be referred to the supervisor.)
6. POSITION ANALYSIS
(Relate the significant aspects of the position to specific allocation factors contained in an appropriate job specification. Illustrate the relationship between the work of the position and the job specification allocation factors by using examples of the work. Outline your reasons for the recommendation.)