



State of Colorado

TEMPORARY AIDE POSITION DESCRIPTION

Use this document for **temporary positions only**. **PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK.**

INSTRUCTIONS: Agency Code is the three-character code used by COFRS. For example, the Department of Revenue is TAA. Department is as defined in personnel rule (principal department, university, college).

Agency Code _____ Position Number _____

Principal Department/University or Equivalent _____

Division or Equivalent _____

Work Unit _____

Anticipated Begin Date _____ Anticipated End Date _____ % Time _____

Reason for Request

- _____ One-time project _____ Special grant _____ Workload
- _____ Fill in until permanent position filled _____ Permanent Position No.
- _____ Other (specify)

INSTRUCTIONS: List the major job duties performed by the position. Fill in the percent of time. For purposes of the American with Disabilities Act, all job duties for this temporary position will be considered essential functions. Do not list incidental tasks.

_____ % **Duty Statement**

CERTIFICATION

As I am delegated accountability for the assignment, I understand that I am responsible for the accuracy of this questionnaire. I certify that this document is an accurate representation of the position's assignment.

Supervisor Name (Print)

Work Phone

Work Address

City

Zip

Email Address

Supervisor Signature

Date

As I am legally accountable for the assignment, I understand that I am responsible for the accuracy of this questionnaire. I certify that this document is an accurate representation of the position's assignment.

Approving/Reviewing Official Name (Print)

Work Phone

Work Address

City

Zip

Email Address

Approving/Reviewing Official Signature

Date

HUMAN RESOURCES USE ONLY

Date Received _____ Action Number _____ Date Reviewed _____ Effective Date _____
Agency Code _____ Position # _____

Document is _____ complete _____ incomplete and returned (indicate below the date and reason(s))

Pay Differentials

Position is non-exempt for FLSA.

Other Pay differentials (specify):

Reviewer's Signature

Title

Date