Louisiana State University Agricultural Center

PERSONNEL ACTION FORM 1B

CAMPUS . LSU Agricultural Center . **UNIT CODE** . _____ . **POSITION NUMBER** , _____ .

The information on this page must be completed only for the following positions and only under the circumstances described below: associates, postdoctoral researchers, unclassified positions (i.e., title codes Nxxx), and academic administrative positions (e.g., department heads, directors). This information must be completed when one of these positions is being created or when it is necessary to update the job duties. This information does not have to be completed when one of these positions is vacant and is being filled, unless the job duties have changed or the proposed salary falls outside of the old salary range.

PERCENT TIME DUTIES AND RESPONSIBILITIES (Please be specific.)

POSITION REPORTS TO: . _____ . . _____ .

Name Title

POSITION SUPERVISES: . _____ .

Titles of Employees Supervised and Number Supervised

MINIMUM QUALIFICATION REQUIREMENTS:

ADDITIONAL REQUIREMENTS DESIRED:

FOR SYSTEM USE ONLY:

ASSIGNED SYSTEM TITLE(S)

_____ TC#_____

_____ TC#_____

_____ TC#_____

APPROVED BY:

_____ _____

System Director of Human Resource Management **Date**

(for President)