

## Employee Certification of Position Description

Occupied Updates and New Hires

State Classified Staff  
**HUMAN RESOURCES**

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I, \_\_\_\_\_ certify that I have read, understand, and agree that the duties listed in the position description within the Talent Management System, for which I have reviewed with my supervisor, are a true representation of what I am expected to perform within my job assignment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

*This certification form **MUST** be completed and uploaded for every occupied position description.*



**HUMAN RESOURCES**  
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