

## APPENDIX D – Staff Job Descriptions

Using this format, complete a separate Job Description for **each Position/Job Classification** that will provide WIOA services under the terms of this agreement, whether funded in full or in part, with WIOA Adult funds.

Please identify the following:

1. Job Title
  
2. Describe actual job duties or tasks performed in relation to the WIOA Adult program and job title (or attach job description and then *continue to answer questions below*).
  
3. Minimum education, experience, and qualifications of the person to perform the above job duties.
  
4. What is the anticipated amount of time this staff person will provide WIOA-funded services?
  - a. \_ hours per day
  - b. \_ hours per week
  - c. \_ office location(s)
  
5. What is the anticipated amount of time this staff person will provide WIOA-funded services?  
Adult \_\_\_\_\_ Other \_\_\_\_\_
  
6. Name of Immediate Supervisor: (If position needs to be filled, indicate this.)
  
7. Share information on any staff assigned to this position that going to work in other sections/departments of the agency. Please describe.