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.