



- This form should be included as an attachment with the official position description and is subject to SCS updating guidelines for position descriptions.
- This agreement expires upon a major change to the content of the contracts.

As an Appointing Authority for (), I certify that this information supplements the information as presented in the official position description. I also certify that the information contained in this document accurately represents the contractual agreements of our agency. Furthermore, I certify that any allocations based upon information in this document are subject to review by the Department of State Civil Service for accuracy and may be lowered if it is determined that the information or allocation does not meet the allocation requirements established by State Civil Service.

I understand that the Department of State Civil Service is closely reviewing the concept of allowing supervisory and/or managerial positions with few or no direct subordinates to exert substantial on-going regulatory authority over contract personnel. In determining whether or not regulatory authority is sufficient to equate with direct supervision, the Department of State Civil Service requires details of the contract(s) and answers to various questions. As a part of the contract details, the Department requests the annual salary of the contract personnel in order to equate the salary amounts of the contract personnel to pay levels within the classified pay schedules in accordance with the applicable allocation criteria memos.

Position Number:	
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POSITION QUESTIONS	
1) Can the incumbent reject or modify a contractor's major decisions?	
2) Can the incumbent instruct contract staff to change priorities?	
3) Are contracted personnel <i>required</i> to solicit advice from the incumbent of this position?	
4) Does the incumbent have signature authority to authorize their department to pay private contractors?	
5) Does the incumbent evaluate the performance of the contractor?	
6) Does the incumbent have the ability to have contract staff replaced or disciplined?	
7) Does the incumbent perform supervisory/managerial tasks? (Examples: assigning work, planning, preparing budgets, setting performance indicators, etc.) Details about the tasks performed should be included in the duty statements for the position's official position description. Any applicable supervisory elements should also be indicated in Section 4 of the official position description.	
8) Does the incumbent share responsibility for supervising/managing the contract staff (as listed below) with any other classified positions? If yes, please provide position numbers of the classified positions.	

DETAILS OF THE CONTRACT(S)
If additional contracts are supervised / managed by this position, please list on a separate sheet or in the additional agency comments section below.

Name/Type of Contract:	Contract Start Date:	Contract End Date:	Contract Amount:	# of Contract Employees Supervised:	Annual Salary of Contract Personnel*:

**If annual salaries of contract personnel are different for each employee, please list each annual salary amount for those contract employees who are supervised by the classified position listed above.*

Appointing Authority Signature

Appointing Authority Job Title

Date

Additional Agency Comments