

Update Employment Experience - CMM



Note: Document each new position, not previously submitted, in the format below

1. Magnitude of Responsibilities

A. Number of staff supervised? Directly: _____ Indirectly: _____

Authority: Approve (A) or Recommend (R) (Please circle one)

- | | | | |
|-------|---|---|---|
| i) | approve vacation | A | R |
| ii) | discipline | A | R |
| iii) | hire/fire | A | R |
| iv) | recommend wage changes | A | R |
| v) | approve overtime | A | R |
| vi) | recommend changes to job description | A | R |
| vii) | conduct/sign off performance appraisals | A | R |
| viii) | delegate work | A | R |

B. Budget

- | | | | |
|------|--|----|-------|
| i) | Actual responsibility (as per job description) | \$ | _____ |
| ii) | spending authority | \$ | _____ |
| iii) | preparation of spending estimates | A | R |
| iv) | monitoring | A | R |
| v) | recommendations for remedial action | A | R |

2. Complexity of Job

A. Reporting to: Title - _____

B. Working Relationships

- i) Internal Departments (ie. Clerks)

- ii) External Agencies (ie. Ministry of Municipal Affairs)

C. Major Job Functions (attach job description)

3. Duration of Employment: _____ years (in this position)