

## Youth Services Position Description Review Form

This is to certify that the annual position description (SF-3) review of the employee has been completed by the supervisor.

- SF-3 does not need revision
- SF-3 needs revision and will be forwarded within 14 calendar days
- SF-3 revised and is attached

\_\_\_\_\_  
Supervisor Signature/Date

\_\_\_\_\_  
Employee Signature/Date

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**For use by PSS/HR Office:**

- SF-3 revisions reviewed and returned for:  
\_\_\_\_\_ Date Returned: \_\_\_\_\_
- SF-3 revision processed

\_\_\_\_\_  
(PSS/HR Staff Member Signature/Date)

**Revised: August 2015**