



GLENN COUNTY PUBLIC SERVICE EMPLOYEE

NAME: _____ Job Title: _____

DUTIES & RESPONSIBILITIES WILL INCLUDE, BUT NOT BE LIMITED TO:

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, LICENSES, CERTIFICATES(S) AND EXPERIENCE:

EXPECTED NUMBER OF HOURS TO BE WORKED PER PAY PERIOD:

_____ Hours per week.

This may vary dependent on program activities and need for additional assistance.

EXPECTED DURATION OF ASSIGNMENT/AT WILL APPOINTMENT:

Expected end date: _____

This assignment is ongoing on an as-needed basis. The position will not exceed 960 hours in a fiscal year or more than twelve consecutive months with an average of 20 hours per week. There is no guarantee of any minimum number of hours worked within any pay period. This position is an at-will position and may be terminated at any time. Length of employment is dependent on program needs and/or available funds.

RATE OF PAY:

The employee will be paid on Range _____ Step A of the Glenn County Pay Schedule. Currently, this rate is \$ _____ per hour. The position is paid on an hourly basis only for time worked. Payment for services rendered will be made by direct deposit using Department of Finance procedures.

PERFORMANCE AND CONDUCT STANDARDS:

Performance and conduct standards will be communicated to the employee by the supervisor upon hire and shall be consistent with policies and practices of the department and its mission, as well as county ordinances.

I have been provided and read the Public Service Employee Guidelines for the department.

Signed

Date

Supervisor

Date

Director

Date