

Position Manual Worksheet

Employee: _____

Title: _____

Job Element/Task	Details/Steps	Resources Used	Personnel Interactions	Benefit of Automation	Organization Impact
Start with tasks from Job Description, incorporate all ACTUAL duties. Particularly, ask yourself, "What is only in my head?"	Expand as necessary to include multiple steps if needed.	List equipment, software, websites, other technology, etc.	Are there any questions or details you need from other employees to complete?	Something to alert you or another employee of availability or completion.	How does this element impact the mission of WARM?

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