



## MANAGEMENT OR EXECUTIVE STAFF POSITION WORKSHEET

This worksheet must be completed for **each, and every, position** you have identified in CDF Section I.1.

For multiple entries, click “File” on the top left hand side. Select “Save As” and title the document “First Name Last Name Position 1,2,3...)”

**Name of position as it appears on the CDF section I.1:** \_\_\_\_\_

Check “Yes” or “No” to each of the following questions:

**1. The position includes authority beyond the mere responsibility to carry out others’ orders. It is given the discretion to make decisions about how to manage one or more programs.**

YES       NO

**2. The position supervises at least one other employee.**

YES       NO

**3. The position includes the responsibility to report directly to the agency’s board or to a board committee or to the Executive Director/CEO.**

YES       NO

**4. The position includes the responsibility, and attendant accountability, to administer a budget.**

YES       NO

**5. The position is a member of the Executive Team**

YES       NO