



Position/Title Review Request

Empl Name:

Empl ID:

Supervisor:

Division/Dept:

Working Title:

Classification:

Grade:

Instructions:

Complete and forward this form to your supervisor or department director for review. Your director will review and add comments, then forward the form to Human Resources.

Please check the applicable statement(s) below and provide all requested information.

The classification specification does not accurately describe my job.

Preferred Classification: _____

Please explain why you believe the requested classification is more appropriate. Reference your current job duties and relate them to the essential duties, class concept, and minimum qualifications of the requested classification. If you believe the current qualifications or required knowledge and skills are inaccurate or inappropriate, explain what you believe is more suitable and why.

My job duties better align with a different grade.

Preferred Grade: _____

Explain why you believe a different grade is appropriate for your position. Describe how your job has changed since you were hired or promoted, include new duties, required skills, or knowledge. Relate these changes to the classification progression.

My current job title does not reflect the duties I perform.

Preferred Job Title: _____

Explain why you believe a different title better reflects your position and responsibilities.

Employee Signature: _____

Date: _____

Department Director/Designee Review

Complete this section and forward to Human Resources. HR will review and make any appropriate changes. An external consultant may be engaged to assist in the review process.

- I agree with the employee's request and comments.
- I disagree with the employee's request and comments.

Comments/Explanation:

Department Director/Designee Signature: _____

Date: _____

HR Determination/Recommendation

- Reclassify/Regrade/Retitle this position to:
- This position is appropriately classified/graded/titled as:
- Other:

Comments/Explanation:

Reviewer's Signature: _____

Date: _____