

## Employee Request: Job Classification Review

Employee Name		Job Category	Admin/Prof Clerical/Para	InfoTech Auxiliary
Date of Request		Current Pay Grade		
Work Location		Job Title for Review		
Job Supervisor		Title / Job Supervisor		

Job classification categorizes jobs of similar value into pay grades and pay ranges. Job classification is based on the requirements of the job and considers these factors:

- Knowledge & Experience (education, experience, specialized expertise)
- Effort (decision-making, complexity of duties, communication responsibility, span of control)
- Responsibility (scope of job impact, financial accountability, supervisory responsibility)
- External Job Market Value

**INSTRUCTIONS:** Complete sections below and use the back or additional pages if necessary to answer the following questions. Print this form and attach supporting documentation (updated job description, job analysis questionnaire, written summary of rationale for request).

- Why is this request for reclassification being made? Describe how the duties, responsibilities, and/or minimum qualifications of the job have changed to a degree that warrants a pay classification change.

- Why do you feel that this job is assigned to the wrong pay grade level? To which pay grade level do you feel it should be assigned? Why?

- How many incumbents are in the position? Are there any vacancies in the position now? Has there been a change in turnover patterns recently?

### SIGNATURES REQUIRED - PRIOR TO JOB CLASSIFICATION REVIEW

Employee's Signature		Immediate Supervisor's Signature	
Department Head's Signature		Assistant Superintendent's Signature	

### HUMAN RESOURCES USE ONLY

Date HR Received		Date Action Taken	
# Employees in Job Title	<div style="border: 1px solid black; padding: 2px;">Current Job Description or Questionnaire on File</div>	<div style="display: flex; justify-content: space-between;"> <div>Yes No</div> <div>Retain Current Grade</div> </div>	<div style="display: flex; justify-content: space-between;"> <div>Yes No</div> <div>Reclassify To Grade #</div> </div>
Other Action Taken (Must Explain)			