

APPENDIX E

REQUEST TO APPEAL CLASSIFICATION OF POSITION

_____ TO: Chief Human Resources Officer _____
(Name and College)

FROM: _____
(Name and Title)

SUBJECT: Appeal of Position Classification

DATE: _____

I hereby appeal the classification of my position and request a classification audit and evaluation in order to determine whether it is appropriately classified.

I am requesting that my position be changed:

From: _____
(Title and Job Grade)

To: _____
(Title and Job Grade)

INTERVIEW GUIDE

Name: _____ Social Security #: _____

Official Payroll Title:

Functional Title: _____

Account #: _____ Position #: _____

Agency: _____

Division / Institution:

Date Appointed to Present Position: _____

Request for Reallocation to the Class of: _____
(Official Payroll Title)

Immediate Supervisor's Name: _____

Supervisor's Official Payroll Title: _____

BASIS OF APPEAL

Please Describe What the Appellant Views as the Basis of the Appeal:

Relationships with Others: What people or groups of people do you come in contact with in the performance of your job both within and outside your agency? Indicate where appropriate the job titles or functions of your contacts. Also describe the nature and purpose of your interpersonal relationships.

Basic Purpose of Position: Briefly describe (in two or three sentences) the overall basic purpose of your job.

Job Changes: Have there been any significant job changes since your appointment? If so, indicate the dates the changes took place and briefly describe the nature of the changes.

Specific Duties: What do you do? (List most important first - percentage of time spent on each.)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Assignment, Review and Approval of Work: Who assigns, reviews and approves your work? How do you receive it?

Supervisory Responsibility: Whose work do you supervise? (what titles?) Direct Subordinates. Indicate by official payroll title those positions which report directly to you.

Their Subordinates: Indicate by official payroll title those positions which report to you through your immediate subordinates: _____

Functional Supervision: Indicate by official payroll title those positions which report to you for only a portion of their total job assignments.

Equipment Operation: What equipment do you operate or repair?

Working Conditions: Briefly explain any unusual working conditions such as physical effort, hazards, environment, time demands, or stress that are important elements for anyone in this job.

Special Requirements: Does your job require a certificate, license, graduate degree or other special requirement?

Additional Information: Explain any aspect of your job which you feel has not been covered by the previous questions and which you feel is important in understanding your duties.

Signature of Appellant _____ Date _____

Signature of Interviewer _____ Date _____