

# Cleveland State University

## Position Audit/Reclassification Request Form

This form is designed to assist with the audit/reclassification process. A position audit is a review of an employee's regularly assigned duties to determine whether the position is properly classified. An audit is not conducted during assignments of a temporary nature; anticipated duties may not be included. An audit may be requested by the employee or the employee's supervisor.

Information obtained from this form will enable the Department of Human Resources to create an official job description for your position. The requested supporting documentation is necessary for a classification and grade review. On the following pages, please provide detailed comments and descriptions for all applicable sections. Include specific examples to illustrate job duties, complexity, type of decision-making, knowledge and skills. Examples will add clarity to this description. Additional pages may be attached if more space is required.

A Human Resources staff member will review the material and meet with the employee for a job audit interview. A draft job description is prepared, and is sent to the employee and employee's supervisor for review. Human Resources determines the appropriate classification. This may be a promotion, a demotion, a lateral change (different title but no change in pay) or no change. All changes in classification are implemented.

### **Distribution:**

The supervisor must complete and sign his/her portion of this form before the request may be processed. Upon completion of this form, forward the original to the Director, Compensation, in the Department of Human Resources. For Professional Staff employees whose positions are included in the SEIU, District 1199 union, a copy of this packet must also be forwarded to the Union President.

### **1. General Information:**

Employee Name:

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Current Position Title:

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*Proposed Position Title:*

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Department Name:

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Employee Reports Directly to:

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Date Submitted:

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**2. Reason for Requesting Reclassification:**

Please indicate below the reasons for submitting this reclassification request. Identify why and how you believe the position has changed. Identify changes in job duties, explain increases in job responsibilities or specify how a position was restructured.

Sections #3 and #4 below directly relate to the creation of a job description. A copy of your current job description, with changes clearly identified, may be attached as part of completing section 3. Insert additional or new responsibilities. Strikethrough job functions or responsibilities which are no longer valid.

**3. Duties and Responsibilities:**

List in priority order the essential duties and responsibilities of this position including what percent (%) of total time on the job is required for each duty/responsibility. Duties are to be listed in order of importance, not necessarily frequency. Essential duties meet the following standards: (1) the function must be done, (2) taking the function from the job would fundamentally change it, (3) the job exists to perform this function, and (4) there would be significant consequences if the function were not done.

The most important item should be listed first. Provide clear, concise statements using action verbs to describe what is done, with or for whom the action is taken and the purpose or outcome to be achieved. Begin each statement with a verb ('processes', 'maintains', 'records' etc.). Frequencies should be identified in multiples of 5%. Duties that take less than 5% of the employee's time should be grouped with other duties.

1. (      %)

2. (      %)

3. (      %)

4. (      %)

5. (   %)

6. (   %)

7. (   %)

8. (   %)

9. (   %)

10. (   %)

**4. Complexity:**

From among the principal duties listed, identify between two and four that are the most complex and describe them in detail. Include specific examples to illustrate the scope of the responsibility, the types of problems confronted, the decision making, creativity, judgment and analysis required.

**5. Supervision Given:**

Do you or does this position have responsibility for work direction of other employees (including student workers), distributing work to others, reviewing others work, training new employees, and/or making specific work assignments? (Circle one): (YES / NO) If yes, please indicate employees by name and title.

**6. Organizational Chart:**

Attach an Organizational Chart, depicting the department structure and this job's placement within the structure.

I certify that this statement of duties is accurate and complete.

**Employee Signature:**

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## Supervisor Review

This page is to be completed by the supervisor only.

**Minimum Qualifications** - Indicate the general knowledge/education required to minimally perform the duties of the position (not necessarily the employee's current educational level). Include the desired degree and field of study. Specify certificate or license requirements. Identify the minimal amount of work experience required to competently fulfill the requirements of the job. Include the type of work and number of years required.

If there are any **Preferred Qualifications** for this position, please identify them below:

Please indicate with your signature that you have reviewed the information provided by the employee. Any comments or modifications should be indicated below (or in red ink next to the employee's response). If you do make modifications, please discuss these with the employee and have the employee indicate that such a discussion was held—by signing his/her name below.

Please note, any salary increase resulting from a position reclassification is funded by the employee's department budget.

I certify that I have reviewed this statement of duties and that with my comments above, if any, it is an accurate and complete statement of this position.

Supervisor Signature: \_\_\_\_\_

Employee Signature (if supervisor made modifications): \_\_\_\_\_