The purpose of a Position Audit is to determine whether a specific position is allocated to the proper classification. The determination of the appropriate classification is based upon a review of the currently assigned and authorized duties and responsibilities of the position and a review of the Class Plan. A Position Audit can be initiated by Civil Service or at the request of the employee in the position, the applicable union, or by the department.

**WHO IS REQUESTING THE POSITION AUDIT?**

(check one)

- [] Employee (requesting an audit of their own position)
- [] Union (position must be within the bargaining unit)
- [] Department (position must be within the department)

Name of Requester: ____________________________
Telephone #: ____________________________

**POSITION TO BE AUDITED (one request per form)**

Name of Employee: ____________________________
Classification Title: ____________________________
Department/Division: ____________________________

Reason for the Audit Request: ____________________________________________

What classification(s) do you believe is (are) more appropriate?

__________________________________________

SIGNATURE ____________________________ DATE ____________________________

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**For Civil Service Commission Use Only**

Classification: ____________________________ Job Code: ____________
Audit Supervisor: ____________________________ Assigned Analyst: ____________________________ Date assigned: ____________
Dept./Employee Notification date: ____________________________ Incumbent questionnaire due date: ____________
Position #: ____________________________
Audit determination: ____________________________ Date completed: ____________