

Request for Position Audit

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

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: _____