



Human Resources Classification & Compensation

Request a Classification Review

- ✓ Draft a **Position Description**.
- ✓ Complete a **Request for Classification Review** form.
- ✓ Provide a current organizational chart.
- ✓ Attach required documents and obtain appropriate approvals.
- ✓ Upon completion of documents and approval, forward to Human Resources.
- ✓ Classification review request will be assigned to a classifier in Human Resources who will schedule a meeting with the employee and the management supervisor and/or other staff as appropriate. If further clarification is needed, a desk audit will be scheduled.
- ✓ Human Resources will notify appropriate management of determination via email.
- ✓ Management will notify Human Resources of their concurrence.
- ✓ The employee is notified of the decision via written notification.