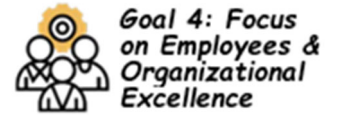




## REQUEST FOR JOB CLASSIFICATION REVIEW "Building a Legacy, One Student at a Time"



Date of Request: \_\_\_\_\_ Job Title to be Reviewed: \_\_\_\_\_

Supervisor Requesting Review: \_\_\_\_\_ Job Title of Supervisor: \_\_\_\_\_

Current Pay Grade: \_\_\_\_\_ Current Work Location: \_\_\_\_\_

Job classification is based on the requirements of the job and considers these factors:

- Knowledge Required (education and specialized experience)
- Effort Required (decision-making, complexity, communication responsibility)
- Responsibility (scope of job Impact, financial accountability, supervisory responsibility)
- Environmental Factors (exposure to hazardous working conditions)
- External Job Market Value

Requests should include a copy of the current job description. Use additional pages if needed to answer the following questions.

**1. Why do you feel this job is assigned to the wrong pay grade level?**

**2. What pay grade level do you feel the position should be assigned and why?**

**3. Has the job changed? What led to the change in job duties and responsibilities?**

**4. If the job changed, list the new job duties and responsibilities. How does this job differ from before?**

\_\_\_\_\_  
Supervisor Signature / Date

\_\_\_\_\_  
Employee Signature / Date

**A job reclassification request is not an automatic approval, factors to be considered:**

1. Evaluation of request and its alignment with program goals and needs
2. Market value review of reclassification request
3. Peer equity of position within peer group
4. Budget availability
5. Consultation with TASB