

Position Review Request Guide

The Position Review Request – Employee Portion is the form the employee uses to request a review of his/her position's job classification (allocation). The purpose of the Position Review Request is to gather information necessary to understand your position. Your Human Resource (HR) Office will review the request along with the Supervisor Portion and compare the duties and responsibilities to the available class specifications to determine the proper allocation. This guide will assist you with completing the form.

Before completing your request, review the following:

- [Position Review Request - Employee Portion](#).
- The available class specifications, which your HR office uses to evaluate your request and determine the appropriate allocation for your position.
- Your position's current job description, which is the Position Description Form (PDF) completed by your supervisor/manager.
- Your Performance & Development Plan (PDP) Expectations and Evaluations. Note: performance evaluation is not a factor in deciding a position's allocation.
- [Glossary of Classification Terms](#).
- [Calculating Percentages Guide](#).

In addition, you may find it helpful to spend time every day over several days or weeks to gather information about the work you perform. On a daily basis, write down observations about your duties and responsibilities in the appropriate sections of the form. Your daily notes may cause you to add items you hadn't thought of initially, or revise those that you listed but later found to be different (e.g. percentage of time spent on an activity was really more than first recorded).

Position Purpose – Summarize the main reason(s) your position exists. This statement should include the position's general function and overall level of responsibility. It may be easiest to prepare this statement after the Work Activities (Duties and Tasks) section has been completed.

Examples of position purpose statements:

- My position serves as the administrator for our department's local area computer network of 20 workstations and 2 servers. It is responsible for network trouble shooting, hardware and software installation, and training staff. My position determines when hardware and software upgrades are necessary and makes purchasing recommendations.
- I supervise two employees, and together we maintain all fiscal, payroll, and purchasing records for our department. My position is responsible for designing and maintaining the record keeping and reporting systems our department uses.
- I provide support for my department's graduate program. I correspond with and provide information to applicants, maintain all records for applicants and current students, and provide information in response to requests about the graduate program.



Work Activities (Duties and Tasks) – Describe the major job duties (those which take at least 2 hours per week or 5% of your time to perform) assigned to your position, beginning with those that are most important. For each duty, describe the tasks you perform and any responsibilities for determining methods of work, or innovative or creative responsibilities that are part of the job. Indicate the percentage of time each duty requires and specify how long you have performed these duties.

Avoid statements like:

- I assist the division manager.
- I have responsibility for all of our department's budgets.

Instead, describe a primary duty and the related tasks:

30%	<p>Major Duty: Provide administrative support to the division manager and staff.</p> <p>How long performing this duty? 8 months</p> <p>Tasks include:</p> <ul style="list-style-type: none"> • Scheduling facilities and transportation. • Making travel arrangements on behalf of staff. • Monitoring and responding to space, telecommunication, computer, and equipment needs. • Contacting vendors to coordinate equipment, facility, and vehicle maintenance services. • Taking inventory of and tracking the use of supplies.
20%	<p>Major Duty: Develop and prepare the department's biennial operating and supplemental budgets.</p> <p>How long performing this duty? 8 months</p> <p>Tasks include:</p> <ul style="list-style-type: none"> • Discussing budget needs with business managers. • Analyzing division submittals and program operations and comparing them to projections. • Developing revenue estimates. • Writing the department's budget according to the standards set by the Office of Financial Management.

After you complete and sign the Position Review Request – Employee Portion form give it to your supervisor/manager, who will complete the Supervisor's Acknowledgment portion and forward it to your Human Resource (HR) Office. Once received by your HR Office they will date stamp the request and ask your supervisor to complete the [Position Review Request - Supervisor Portion](#).

