

Please upload your completed K ) j to your workForum request.

### Section I: General Information

Organization Name: \_\_\_\_\_ V : \_\_\_\_\_

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Supervisor's h : \_\_\_\_\_ Supervisor's - : \_\_\_\_\_

### Section II: Type of Audit

Indicate if this request is for a new position or a reclassification.  New Position  Reclassification

Place a check by the most appropriate reasons for this request. If other is selected, please explain.

New Program  
  Added Duties  
  Reorganization  
  Affects Other Positions  
  Modified Duties  
  \

### Section III: Funding Source

For new positions, identify the source of funds that will be used to create the position. For reclassifications where a pay increase is anticipated, provide index number and account code from which funds will be taken if the reclassification is approved. (If additional space is needed, use Section XIV.)

### Section IV: Changes in Responsibilities/Duties

#### REQUIRED FOR RECLASSIFICATION OF EXISTING POSITIONS ONLY

What changes have occurred in the assigned duties and responsibilities since this position was last reviewed? Indicate specific duties added or deleted. Does this change in duties affect any other position in your area, and If so, how? (If additional space is needed, use Section XIV.)



**Section VII: Judgment and Resourcefulness**

Please provide information or examples to describe typical use of judgment and/or resourcefulness. Information/examples should be regular and on-going and related to the duties listed in Section †@Major Duties and Responsibilities. (If additional space is needed, use Section XIV.)

**Section VIII: Education and/or Training Required**

**PART A:** Please check only one response.

	Less than High School education.
	High School Diploma, GED preferred or equivalent combination of education and experience.  Field/s of study:
	Vocational or other technical school, training or apprenticeship required beyond high school or combination of education and experience.  Field/s of study:
	Associate's Degree, Two-Year's of College required or equivalent combination of education and experience.  Field/s of study:
	Bachelor's Degree required or equivalent combination of education and experience.  Field/s of study:
	Master's Degree or equivalent combination of education and experience.  Field/s of study:
	Highly advanced professional discipline - Ph.D., Law degree, etc.  Field/s of study:

**PART B:** List any license or certification requirements for this position.

**Section IX: Work Experience**

**Part A:** In the **first column**, check the minimum amount of prior work experience required. In the **second column**, describe which type(s) of experience, if any, are needed for this position.

Minimum Experience Required	Type(s) of Experience
.....1 year or less	
... .....2 years	
... .....3 years	
.... .....4 years	
.....5 years +	

**Part B:** What knowledge, skills, or abilities are required?

**Section X: Supervisory Responsibility**

Provide an organization chart for the unit where this position is located and list below the position title(s) and position number(s) for which this position has supervisory responsibility, **directly** and **indirectly**.

Directly	Indirectly

**Section XI: Other Scope of Responsibility**

Explain the scope of other responsibilities for this position. (If additional space is needed, use Section XIV.)

- **Example 1:** If a large amount of money is under the control of this employee, give the amount and explain the responsibility of the employee for the money.
- **Example 2:** If the employee is the data custodian for a specific database, describe the database and that responsibility. This might include the impact of errors made by the employee.

**Section XII: Reporting Relationships**

Please provide an organizational chart for your area.

**Section XIII: Other Information**

If there is other information not covered elsewhere in the questionnaire that should be taken into account in the analysis of this job, please provide that information below.

**Section XIV: Additional Space**

Use this area when additional space is needed to complete any section above. (Note the section number(s) you are continuing.)