Submission of a classification package must include the following materials:

________ Current job description.

________ Proposed job description with original signatures from the employee and Study Center Director (Percentages of time spent on each function should be listed on the job description.).

________ New "Request for Classification Review" form with required signatures.

________ Proposed organizational chart (if changes would result from reclassification.)

________ "Classification Instructions and Checklist" form.

Prior to submitting a classification package for review, please consider the following:

________ Have there been significant changes in the assignment of duties to a higher level? Note: Generally, 50% or more of duties and responsibilities should be at a higher level.

________ Have you reviewed the impact to other positions in the Study Center should this position be reclassified upwards?

________ Have you examined whether there is overlap in duties with other Study Center staff? If so, have you clearly distinguished the differences in levels of responsibility?

________ Have you listed the duties on the job description in order of importance?

________ Have you listed duties currently being performed? Note: Future or anticipated duties cannot be taken into account.

________ Have you communicated to your staff that there are no guarantees of upward reclassification even though a Study Center Director has approved it for submission?