

CLASSIFICATION INSTRUCTIONS AND CHECKLIST

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?