REQUEST FOR **CLASSIFICATION REVIEW-DESK AUDIT**
MANAGEMENT/SUPERVISORY/CONFIDENTIAL (MSC) EMPLOYEES

**DATE:**

**TO:** Human Resources Analyst-MSC/Classified/Classification/Compensation

**REQUESTED BY:**

Supervisor / Manager (Please Print) 

Signature, Supervisor / Manager

Divisional Vice President (Please Print) 

Signature, Divisional Vice President

**IF REQUESTED BY INCUMBENT:**

Incumbent Name (Please Print) 

Signature, Incumbent

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**YOU MUST INCLUDE THE FOLLOWING DOCUMENTS WITH THIS REQUEST FORM**

**THE POSITION WILL NOT BE REVIEWED WITHOUT THIS INFORMATION**

1. The supervisor over this position must attach justification as to why he/she feels, or does not feel this position warrants a classification review-desk audit, unless this is a direct request by the incumbent.
2. The incumbent in this position must attach justification as to why he/she feels this position warrants a classification review-desk audit, if this is a direct request by the incumbent.
3. The current class specification for this position must be attached.
4. Any other supporting documentation that you feel may have direct impact on the position evaluation must be attached.

Is this position currently vacant?  

☐ Yes  ☐ No

If no, incumbent’s name: __________________________

Current Class Specification of position: __________________________

Department Assigned to: __________________________  Reporting Supervisor: __________________________

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**POSITION REVIEW DATA**

The classification review-desk audit process is to determine if a position is classified correctly. It is not used to determine an incumbent’s performance in a classification.

Please give careful consideration when attaching your justification for classification review-desk audit, as the documents you supply will be used when evaluating the position and may have significant impact on the classification determination.

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**SIGNATURE AUTHORIZATING CLASSIFICATION REVIEW-DESK AUDIT TO BE CONDUCTED**

___________________________  __________________________

Director for Human Resources  Date