

Pittsburg State University
Classified Position Review Request Form

The following is a request to review a classified position to determine the appropriate classification. This form should be routed as indicated to provide notice of the request. Note that this is a request to review the position allocation and does not indicate approval to reallocate. Supervisors should review the HRS policy "Position Allocation & Reallocation" before submitting this request. (To view from the HRS Web Page: access Policies & Procedures; then Classified Employees; then Position Allocation & Reallocation). Contact HRS, 235-4191, for additional assistance.

Department: _____ Incumbent: _____

Position Number: _____ Current Classification: _____

Proposed Classification: _____

Indicate the reason(s) why review of the position is requested:

The following must be attached to this request:

- Classified Position Description
- Proposed Organizational Chart

Supervisor

Date

Route this form with the documents attached to the appropriate Dean/Department Head.

Dean/Department Head Comments:

Dean/Department Head Signature

Date

Route this form with the documents attached to the appropriate Vice President.

Vice President Comments:

Vice President Signature

Date

Route this form with the documents attached to HRS, 204 Russ Hall.