Pittsburg State University
Classified Position Review Request Form

This is a request to review a classified position to determine the appropriate classification. Complete the form and route as indicated. 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:
1) Classified Position Description
2) Proposed Organizational Chart

_____ _____
Supervisor Date

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

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Dean/Department Head Recommendation:

_____ _____
Dean/Department Head Date

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

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Vice President Recommendation:

_____ _____
Vice President Signature Date

Route this form with the documents attached to Human Resource Services, 204 Russ Hall

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HRS Recommendation:

_____ _____
HRS Signature Date

PSU President Approval/Action:

_____ _____
PSU President Date

Return to HRS

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