**Pittsburg State University**

**Position Review Request Form**

*(Updated 9/13/2019)*

*Use this form to request a review of a position description for a new or existing University Support Staff (USS) position to determine the appropriate job classification and/or change a USS position to Unclassified. Complete Section 1 for a NEW position. Complete Section 2 for an existing position. Route for signatures as indicated. Supervisors should review the HRS information “Position Classification & Reclassification” before submitting this request. (To view from the HRS web page, access Classification and Compensation; then USS and UPS; then Position Classification and Reclassification.) Contact HRS, 235-4191, for additional assistance.*

Department: Incumbent:

Position Number: Current Job Name:

Proposed Job Name:

The following must be attached to this request: 1) Position Description

1. Proposed Organizational Chart

Section 1: If request is for a NEW position, provide justification for the position.

Section 2: If the request is for an EXISTING position, provide details for the following questions.

1. What major factors have changed that would support a change in the job classification for the position?

1. How is this position different from other positions that are classified in the same job?
2. How is the position similar to other positions that are classified in the proposed job?
3. Do you have external data (outside of PSU) that supports a change from the current job? If yes, explain or include data with this request.
4. Reason for request to change position from USS to Unclassified, if applicable.

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Employee (If employee completed the above) Date

*Line Manager (Supervisor): Do you recommend this request? Yes No*

*Comments:*

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Line Manager (Supervisor) Date

*Route this form with the documents attached to the Dean/Associate VP or Director*

*Dean/Associate VP or Director: Do you recommend this request? Yes No*

*Comments:*

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Dean/Associate VP or Director Date

*Route this form with the documents attached to the appropriate Division Head (VP/Provost/President)*

*Division Head (VP/Provost/President): Do you recommend this request? Yes No*

*Comments:*

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Division Head Signature Date

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

*HRS: Do you recommend this request? Yes No*

*Comments:*

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HRS Signature Date

*Executive Committee Approval/Action:*

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Executive Committee Rep Date

*Return to HRS, 204 Russ Hall*

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