



Human Resources

# CLASSIFICATION/SALARY RANGE REVIEW REQUEST

(To be completed by Requesting Department/Employee)

The purpose of this form is to assist campus HR staff in preparing properly documented classification/salary range review requests and to enhance the quality and timeliness of classification decisions.

Please complete all of the following information in support of the classification/salary range review requested.

*Forms that are not fully completed will be sent back for completion prior to review.*

Requesting Information	
Requesting Department:	Date of Request:
Requested By: <input type="checkbox"/> Supervisor <input type="checkbox"/> Employee	
Supervisor:	Phone:
Employee:	Phone:

Position Information	
Current: <input type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Proposed: <input type="checkbox"/> Classified <input type="checkbox"/> Unclassified
Current Classification:	Proposed Classification:
Current Title:	Proposed Title:
Current Range:	Proposed Range:
Date Position was Last Reviewed:	

Reason for Review <i>Note: A change in allocation for classified positions is treated as a vacancy and must be posted and filled through the normal hiring process.</i>
<input type="checkbox"/> New Position
<input type="checkbox"/> Reallocation <i>(duties have changed substantially in a gradual manner)</i> Over what period of time have the duties changed? _____
<input type="checkbox"/> Change in Allocation <i>(duties have changed substantially in an abrupt manner, e.g. reorganization)</i> When did the change occur? _____ Reason for change: _____
<input type="checkbox"/> Checking this box indicates there has been a Work Out of Class. And if so when? <i>(enter dates)</i> _____

**Job Duties, Knowledge, Skills and Abilities**

**\*\*If this is a NEW POSITION please skip to section C.\*\***

A. Please list each of the specific duties, from the old position description, that have changed. Then list the corresponding duty from the new position description and describe how it has changed.

Previous Job Duty		New Job Duty & Explanation
1.		
2.		
3.		
4.		
5.		

*\*If you need more space, attach a separate sheet referencing the section & number for the continuing answer.\**

B. List and describe any new or additional duties that have been added to the new position description.

New/Additional Duties	
1.	
2.	
3.	
4.	
5.	

*\*If you need more space, attach a separate sheet referencing the section & number for the continuing answer.\**

**Job Duties, Knowledge, Skills and Abilities**

C. List and describe how the job duties, knowledge, skills, and abilities support the proposed range criteria or classification specifications. (For classified positions Class Specifications can be found at: [www.mmb.state.mn.us/staff-hr/class-specs](http://www.mmb.state.mn.us/staff-hr/class-specs))

Knowledge, Skills & Abilities	
1.	
2.	
3.	
4.	
5.	

*\*If you need more space, attach a separate sheet referencing the section & number for the continuing answer.\**

**Effect on Other Positions**

1a. List the position(s), if any, that previously performed the duties now assigned to the position being reviewed.

Classification	Organizational Placement	Current/Former Incumbent
1.		
Transferred Duties:		
2.		
Transferred Duties:		

1b. Describe how this change affected the above position(s).

2. Describe any organizational or equity concerns that you have related to this request:

**Additional Comments**

Provide any additional clarifying information relative to this request:

**Documentation and Signatures**

By checking the boxes below and signing, you are confirming that the following required documents are attached:

*(Check ALL the applicable boxes)*

- New Proposed Position Description
- Organization Chart: A **current** organizational chart that depicts the entire work unit/division for the supervisor to whom this position reports, including official classification title, working title, and name of incumbent. Cover from the Vice President level to one level below the position.
- Classified Personnel Document *(Classified Positions Only - Reallocation Requests Only)*
- Position Analysis Questionnaire *(Unclassified Positions Only)*
- Position Requisition Form – Unclassified *(Unclassified Positions Only)*

**Existing Positions Also Require:**

- Previous Position Description *(Reallocation Requests Only)*
- Previous Position Analysis Questionnaire *(Unclassified Positions Only)*

\_\_\_\_\_  
*Signature of Requestor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Vice President Signature*

\_\_\_\_\_  
*Date*