

## DOCUMENTATION REQUIREMENTS

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When submitting a request for a job review, the following documents must be attached to the ePRF.

**Please note your department's business office may have additional requirements.**

### MEMORANDUM - .PDF - The memo should:

- Describe the change request (old position title and wages vs. new position title and wages).
- Justify the need for a higher/lower position in the unit.
- Note: the duties and responsibilities of the new job must be assigned to the employee on or before the effective date.

### RESUME - .PDF

- If the position is filled, the requestor must attach a copy of the incumbent's updated resume. If a reclassification is approved, Compensation reviews the resume to ensure the candidate meets the minimum qualifications for the new job.

### JOB ANALYSIS QUESTIONNAIRE - .PDF

- A **completed** Job Analysis Questionnaire (JAQ), written **ONLY** by the position's incumbent, noting their current job duties. The JAQ must be reviewed by the incumbent's immediate Supervisor, followed by the dept's appropriate Department Head. Finally, before submission, the Business office must review and initial the JAQ. **Compensation highly encourages the Supervisor, and Department Head provide comments.**

### PROPOSED JOB DESCRIPTION - Fillable .PDF (Must use the "Proposed Job Description" fillable .PDF)

- **Summary/objective**—summary and overall objectives of the job.
- **Essential functions**—essential functions, including how an individual is to perform them and the frequency with which the tasks are performed; the tasks must be part of the job function and truly necessary or required to perform the job.

### ORGANIZATIONAL CHART (CURRENT & PROPOSED) - .PDF

- **CURRENT:** A copy of the entire unit's organizational chart, with the current job in the hierarchy.
- **PROPOSED:** A copy of the proposed unit's organizational chart, with the proposed job in the hierarchy.

### 1074.1 & .6 - .PDF

- Attach the cost center's 1074.1 and 6 to the ePRF.