

**UNIVERSITY OF NORTHERN COLORADO UNIVERSITY  
HUMAN RESOURCES  
POSITION REALLOCATION REQUEST (DESK AUDIT)**

The information provided on this document will be used in conjunction with the Position Description Questionnaire to determine if the position is properly classified for the duties assigned. If the position is reallocated to a lower class as a result of the audit, the employee will retain their current salary as saved pay for up to three years. If the position is reallocated to a higher job class, all new funds required to increase the base salary must come from the employing department's current budget. General university funds are NOT available for job audit pay increases.

**PLEASE COMPLETE REQUIRED SIGNATURES ON Classified Position/Employee Change Form.**

CURRENT POSITION DATA:

Incumbent Name: \_\_\_\_\_ ID #: \_\_\_\_\_  
Home Department \_\_\_\_\_ Position #: \_\_\_\_\_  
Job Class Title \_\_\_\_\_ Class Code: \_\_\_\_\_  
Grade: \_\_\_\_\_ Current Salary: \_\_\_\_\_

REQUESTED POSITION REALLOCATION:

PDQ Dated: \_\_\_\_\_ Initiated By Employee:  Supervisor:  Other   
Requested Job Class Title: \_\_\_\_\_ Class Code \_\_\_\_\_ Pay Grade \_\_\_\_\_

Justification for requested change:

Specific changes to assigned duties that merit position reallocation:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. Were additional duties assumed?  Or assigned?  Date duty changes occurred? \_\_\_\_\_  
Are these changes in job duties permanent?  or temporary?  for how long? \_\_\_\_\_  
Were these new duties previously assigned to another position in your office of department (Y/N)? \_\_\_\_\_  
If yes, from which position(s) were duties taken (title and incumbent)? \_\_\_\_\_

**RETURN TO HUMAN RESOURCES, CARTER HALL 2002, WITH A COMPLETED PDQ AND CURRENT ORGANIZATIONAL CHART.**