

Position Reallocation Request (Desk Audit)



UNIVERSITY OF
NORTHERN
COLORADO

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Office of Human Resources

Carter Hall, Room 2002, Campus Box 54,

Greeley, CO 80639

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 CLASSIED POSITION/EMPLOYEE CHANGE FORM

CURRENT POSITION DATA

Incumbent Name _____	Bear 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

- _____
- _____
- _____
- _____

5. Were additional duties assumed? YES NO or assigned? YES NO
Date duty changes occurred? _____

6. Are these changes in job duties permanent? YES NO or temporary? YES NO
For how long? _____

7. Were these new duties previously assigned to another position in your office of department?
 YES NO 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