## Walla Walla Public Schools **PSE - REQUEST FOR POSITION RECLASSIFICATION REVIEW**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

CURRENT POSITION/TITLE:

Rationale for change request: Indicate how the responsibilities and/or skills for your job have changed, warranting change in your current classification.

List any new job responsibility not presently in your current job description and the approximate percentage of total time you spend performing each responsibility. If more space is needed, attach additional sheets.

1. New Job Duties (not listed on current job description)	Date started	% of time
2. Obsolete Job Duties (on job description but no longer performed)	Date ended	% of time

3. Explain how these new job duties have increased or changed the level of responsibility in your job.

4. What new skills, if any, have you acquired to perform the new responsibilities? (On the job training, classes, certificates, etc.)

5. If you wish to present additional information about your job, attach additional sheets.

I have met with my supervisor to discuss this request

I have read the instructions and to the best of my knowledge, I believe the information presented here is accurate and complete.

Signature	of	PSE	Emp	lovee
Signature	<b>U</b> 1		LINP	loyce.

Send this form to the Director of Human Resources

Date

Date