

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

Signature of Supervisor

Date

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 Employee

Date

Send this form to the Director of Human Resources