

(Attach additional pages if necessary)

III. Explain what caused the changes listed in item II. Be specific as to how those changes occurred and in what time frame. Reference such changes as department reorganization, changes in department procedures, advanced training of the incumbent, program expansion or contraction, introduction of new equipment, position reduction in the work unit, etc.

IV. List any positions that are considered comparable.

V. Include the following attachments:

- old position description;
- new position description (including signatures of employee and supervisor);
- supervisory analysis form (where applicable);
- organizational chart (list position titles and employee names).

Reclassification Request

Audit Request (employee initiated)

Reallocation Request

(Department Chairperson) (if appropriate)

(Date)

(Dean, Director, Personnel Representative)

(Date)

HR received:

10/96
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