

REQUEST FOR AUDIT OF CIVIL SERVICE POSITION

TO: Department of Human Resources

I request an audit be conducted on the following position:

Civil Service position (ECS) #_____

Current Position Classification (NTQPCLS):_____

Dept./Org.:_____

DATE:_____ SIGNED:_____
(Employee or Supervisor)

The following section must be completed to assure that the supervisor and others are aware of this request for position audit. Signature does not indicate approval of position reclassification to a higher level.

DATE:_____ SIGNED:_____
(Dept./Org. Head/Chair/ Supervisor)

DATE:_____ SIGNED:_____
(Dean/Director)

DATE:_____ SIGNED:_____
(Vice President)

If the audit results in a reclassification, the Department of Human Resources will forward the completed audit report, along with a Personnel Authorization Request form, to the Organization Head/Chair, Dean/ Director, and Vice President for signature.