

POSITION REVIEW REQUEST

SECTION I: Please complete this Position Review Request form and attach your completed PDQ (Position Description Questionnaire completed through the Comp Study). If you need a copy of your completed PDQ, please email compstudy-group@pcc.edu . Once completed, please then send to your manager to complete their section and send through AODOCs PASS system with the final recipient as hrcomp-group@pcc.edu.

Name: _____

Job Title: _____

Job Classification: _____ Grade/Level: _____

Category: Classified Academic Professional Confidential Management

Work Information:

PCC Extension: _____ PCC Email: _____

Changes in Job Responsibilities:

Describe the job duties and responsibilities that changed in your position, permanently added or removed from your position.

Employee Signature _____

Date: _____

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Management Review, Comments and Approvals:

- I support this request and agree with my employee's perspective.
- I do not support this request and believe the job is appropriately classified.
- I have support from my leadership for a reclassification and if a reclassification is determined, our org has budget to adjust.

Manager Comments: *Please provide substantive information which supports the request for a job reclassification or your reasons for not supporting the request. Job reviews will not be processed until this information is provided.*

Manager Signature _____ Date: _____

*Note: Position Reviews will not be conducted solely on the basis of an increased workload or individual work performance or market salary review.

Section IV: Approval Routing

Approver 1: Manager of Position
Approver 2: Next Level Manager
Approver 3: AVP/Executive Dean
Approver 4: Vice President (Executive of your area)
Final Recipient: hrcomp-group@pcc.edu

Distribution: Submit via AODocs--PASS. For help, refer to the Process Guide.

***Temporary Process for Position Review Requests until Comp Study is completed. 2024**