

JOB AUDIT REQUEST FORM/QUESTIONNAIRE

INSTRUCTIONS: Complete the information requested on this form. The completed form should be submitted to either your department director or your union for approval. Approved forms should be sent to the Human Resources Division, Room 313 City Hall.

NAME: _____

DEPARTMENT/DIVISION: _____

PRESENT JOB TITLE: _____

SUPERVISOR'S NAME & TITLE: _____

REASON FOR AUDIT REQUEST: _____

Job Audit Criteria

A job audit is the mechanism used to review the duties and responsibilities of an individual position in order to evaluate a given job classification. A job audit is appropriate when the duties and responsibilities of the position have changed significantly and substantially either through expanded or reduced responsibilities. The job audit process is not to be used as a way to reward performance. One of the following criteria must be met in order to submit an audit request;

1. It has been ten years or longer since the job description has been updated.
2. More than 50% of the assigned duties have changed and the incumbent has been performing the new duties for at least six (6) months.
3. The technology used while performing job duties has significantly changed.

*Separate criteria apply for the revision of job descriptions.

Job Description Revision

1. The creation of a new classification.
2. The correction of an error in the previous job description.
3. A change in the level of responsibility of a position such as that resulting from a reorganization when the change in duties is directed from administration.
4. A minor revision that does not change the scope of the position.

Potential outcomes of a Job Audit

1. Determination that the position is classified correctly and that the current role and pay level are appropriate. Changes in job duties, even if significant, do not automatically require a change in salary range.
2. Determination that the job duties of the position are best allocated to a higher role and pay range.
3. Determination that the job duties of the position are best allocated laterally to a different role but in the same pay range.

Exclusions

1. Position may not be audited based solely on the desire for more pay.
2. Positions may not be audited based on temporarily assigned, acting duties or anticipated future duties.
3. Employees cannot request an audit while serving a probationary period.

In the space below, provide the following information, which will be used to determine whether an audit is warranted: List what new tasks/duties you are performing that are not in your current job description; the amount of time spent performing each of those tasks (hours/week or percentage); and how long you have been performing each of those tasks. (Attach additional sheets if necessary)

-
1. **Number you supervise (if any):**

 2. **Titles of those you supervise (if applicable):**

 3. **Describe the supervisory tasks you perform (if applicable):**

4. **In one sentence state the overall purpose of your job (the primary reason it exists):**

5. **Break your total job into 3 to 5 basic duties or major activity areas. Indicate % of time spent in each duty or activity area. (Total must equal 100%)**
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

6. **Break each of the basic duties you listed into tasks. For each duty, list the tasks associated with that duty. Start with the most important task completed, or list in the order they occur.**

7. **List the most difficult or most responsible work activity you perform. Explain why it is so difficult or so responsible.**

8. **Describe some important or significant decisions you make FREQUENTLY and INDEPENDENTLY in the course of your job. What could result if a poor decision is made?**

9. **List any machines, vehicles, or equipment used in your work.**
10. **List special certification, registrations, licenses or other work requirements that are essential for your position.**
11. **List the departments and outside organizations and agencies you have contact with (include the general public, if applicable).**
12. **Describe the physical conditions under which you commonly work.**
13. **Are you aware of other City jobs with duties similar to those you perform? If so, what are they? In what ways is your job similar, and in what ways is it different?**

Approval of Audit Request:

OR

Department Director Signature/Date

Union Official Signature/Date