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| Date of Request: |       |
| Individual Requesting Review: |       |
|  |  |
| Approved by (Admin and Chief): |       |
| Current Job Title: |       |
| Suggested Job Title (if changing): |       |
| Current Grade: |       |
| Is a PIQ attached? |  |
| Is a revised Job Description attached? |  |
|  |  |
| If you are requesting an audit of an existing position, what is the primary reason for your request? |       |
| Have specific job duties changed?  If yes, what are the changes? |       |
| Have job requirements (e.g., education, experience, certification or licensure) changed?  If yes, what has changed? |       |
|  |  |
| Other Information: |       |

Please know that an updated or new job description and a Position Information Questionnaire must be completed and submitted prior to the review commencing.

If this is for the creation of a Supervisor, Manager, Director, or Above, please submit a current and proposed organizational chart.