

Civil Service Employee Requested Review
Reclassification Packet

The purpose of this packet is to obtain accurate, descriptive information about your current job duties and to identify levels of knowledge, skill, ability and experience necessary to accomplish your position. The information provided will be used in classifying the position. This packet will not be used to evaluate your performance.

Note: In accordance to WAC 357-13-060 & 065, an employee may request a position review at least every 6-months based on significant and permanent changes in duties and scope of responsibilities. You may submit the audit request directly to Human Resource Services, at which time HRS will notify the supervisor of the pending audit. If it is determined that the new duties are at a higher level classification, you must serve a 6-month trial service. HRS will notify the department and the employee of the findings.

To Supervisors: This audit is considered employee requested, although recommended, the employee is not required to submit the forms to you prior to sending to HRS. If the employee does submit the forms to you, please review the employee's statements and complete the "Supervisor Review" section.

PROCEDURE:

Step 1 - Complete all required forms listed below per [BPPM 60.02](#). You may initiate these documents, but your immediate supervisor should review and provide information.

- Position Description [BPPM 60.02 pages 10-11](#)
- Position Questionnaire [BPPM 60.02 pages 12-13](#)
- Organization Chart [BPPM 60.02 page 14](#)

Step 2 – If the department agrees with this request, the department may complete the [Position Action/PRR Form](#) with [authorizing signatures](#) and submit with the employee requested review. **Note:** If HRS determines a change in classification, a Position Action/PRR Form must be submitted to HRS.

Step 3 – Submit signed and completed packet to HRS (Campus Zip 1014).

QUESTIONS:

Contact Human Resource Services at 509-335-4521.