This form is used for requesting changes in present job titles, salary grades, or both. Follow instructions carefully and answer all questions. IMPROPERLY PREPARED FORMS WILL BE RETURNED FOR REVISION. Attach additional sheets as needed. Submit ORIGINAL COPY ONLY TO:

1. Last Name                       First Name                       Initial
2. Incumbent
   □ Permanent
   □ Provisional
   □ Temporary
3. Item No.
   Present
   New (if applicable)
4. Department/Agency/Institution
4A. Dept. Code
5. Division/Bureau
   Pres:
   Req:
7. Section/Unit
   Present:
   Requested:
8. Work Address
   Present:
   Requested:
9. Present Title and Salary Grade
   Title Code
   Jur. Cl
   Neg Unit
10. Requested Title and Salary Grade
    Title Code
    Jur. Cl*
    Neg Unit**

*A position in the competitive jurisdictional class unless the Civil Service Commission rules otherwise. Requests for additions or other changes to the exempt, non-competitive or labor jurisdictional classes must be submitted, in detail, to the Civil Service Commission.

**Negotiating unit requests for new titles or managerial/confidential designation of individual positions in titles assigned to a unit must be justified on a separate sheet.

11. For new titles, list suggested Occupational Requirements (education, experience, licenses and required knowledge, skills and abilities) on a separate sheet

12. Name and official title and grade of the immediate supervisor (person directly in charge who assigns work to the position and approves it upon completion).

13. Supervision over others. Give the following information about each position over which the incumbent exercises direct supervision. Attach additional sheets if needed. ALSO ATTACH AN ORGANIZATIONAL CHART showing the position in relation to other positions and units.
14. SUMMARY STATEMENT of purpose, functions and responsibilities of position. Attach additional sheets as needed.

15. DESCRIPTION OF ACTIVITIES AND TASKS: List the major activities performed. Estimate the percentage of total time spent on each activity. Under each activity describe the typical tasks. Be specific. Use short statements beginning with active verbs. Indicate, WHAT is done, TO whom or what, HOW, and for what PURPOSE. Indicate frequency (daily, weekly, etc.) of each task. Attach additional sheets as needed.

<table>
<thead>
<tr>
<th>Per Cent of Total Time</th>
<th>Frequency</th>
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16. How long have the activities and tasks been substantially as stated in question 15? ________ years ________ months

17. Give specific reasons for believing that the requested title and/or salary grade is more appropriate and list other specific positions or titles with which the position should be compared. Attach additional sheets as needed.

DATE: ___________________ TITLE: ___________________ SIGNATURE: ___________________