

**CC-2 APPOINTING OFFICER - APPLICATION FOR CHANGE IN TITLE OR SALARY**

DO NOT WRITE IN THIS SPACE			
TITLE:  SALARY:  FILES:                      TECHNICAL SECTION:  CC-DATED:                      CONTROL NO:  BUDGET ACTION:  SUBSEQUENT ACTION:	This form is used for requesting changes in present job titles, salary grades, or both. Follow instructions carefully and answer all questions. <b>IMPROPERLY PREPARED FORMS WILL BE RETURNED FOR REVISION.</b> Attach additional sheets as needed. Submit <b>ORIGINAL COPY ONLY TO:</b>		
1. Last Name	First Name	Initial	2. Incumbent <input type="checkbox"/> Permanent <input type="checkbox"/> Provisional <input type="checkbox"/> Temporary
			3. Item No.  Present                      New (if applicable)
4. Department/Agency/Institution			4A. Dept. Code                      5. Division/Bureau                      6. Loc. Code  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. <b>ALSO ATTACH AN ORGANIZATIONAL CHART</b> showing the position in relation to other positions and units.			
Position Title and Grade	Item No.	Name of Incumbent	Section/Unit

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.

Per Cent of Total Time	Frequency	

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:** \_\_\_\_\_