**Position Review Checklist**

This checklist may be used to assist Human Resource (HR) staff when allocating classified positions. For more information, see the [Position Allocation web page](http://hr.wa.gov/CompClass/Allocation/Pages/default.aspx).

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| **Ensure Current and Accurate Position Description (PD)** | |
| The [WGS Position Description](http://www.hr.wa.gov/SiteCollectionDocuments/Forms%20and%20Publications/DOP%20Forms/WGSPositionDescription.doc) or form with similar components is used. Consult with position’s supervisor to determine if the PD is current and accurate.  Yes  No | |
| **Determine Relevant Class Specification** | |
| Current Class Title: | Proposed Class Title: |
| Other Class Titles in Series: | Related Class Titles: |
| **Understand Allocating Criteria** | |
| Review the Class Series Concept, Definitions and Distinguishing Characteristics of relevant classes. Yes  No  Identify areas needing clarification. Yes  No  N/A  Consult with other resources as necessary (OFM Classification Analyst, internal HR staff, expert/subject matter specialist). Yes  No | |
| **Understand Duties in Position Description** | |
| Review current and previous PD’s to determine differences. Yes  No  If new duties were taken from another position, review both positions. Yes  No  N/A  Review and identify questions regarding nature of employee’s work, duties, level of responsibility, level of supervision or direction given, level of supervision received, and interpersonal work relationships. Yes  No | |
| **Conduct Desk Audit** | |
| Interviewed Incumbent. Yes  No  Interviewed Supervisor. Yes  No  Post audit clarification and information received. Yes  No  N/A | |
| **Determine Appropriate Allocation (In most cases, the HR Manager will make the final allocation determination.)** | |
| Class Title Determined.  Duties are very good fit with the class specification. Yes  No  Duties are best fit with the class specification.. Yes  No | |
| **Write Your Decision** | |
| Is allocation request approved? Yes  No (see denied below)  If **yes,** these components are included in letter:  New Job ClassEffective date of actionIncumbent statusRight to request a Director’s Review  If **denied**, these components are included in letter:  Determination decisionEffect on employeePurpose of position reviewEmployee’s duties  Detailed analysis/rationaleRight to request Director’s Review  Reviewed applicable rules, policies/procedures, and Collective Bargaining Agreement? Yes  No | |