**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 Class **[ ]** Effective date of action **[ ]** Incumbent status **[ ]** Right to request a Director’s Review **[ ]** If **denied**, these components are included in letter:Determination decision **[ ]** Effect on employee **[ ]** Purpose of position review **[ ]** Employee’s duties **[ ]**  Detailed analysis/rationale **[ ]** Right to request Director’s Review **[ ]** Reviewed applicable rules, policies/procedures, and Collective Bargaining Agreement? Yes **[ ]**  No **[ ]**  |