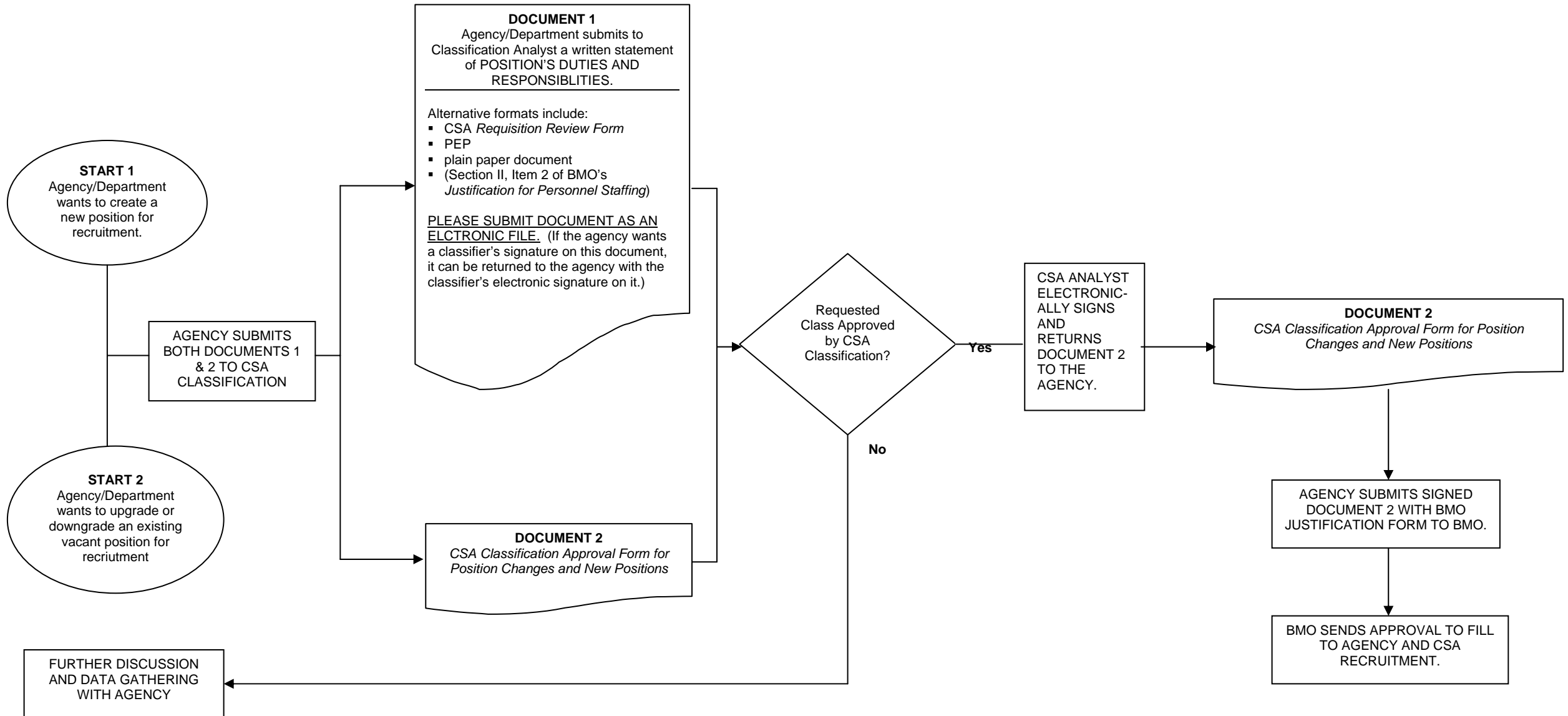


CSA CLASSIFICATION APPROVAL OF REQUISITIONS





DENVER
THE MILE HIGH CITY

**CITY AND COUNTY OF DENVER
CAREER SERVICE AUTHORITY**

CLASSIFICATION & COMPENSATION

Requisition Review Form
New or Change in Classification/Pay Grade

| | |
|--|---------------|
| Proposed Career Service Title: | |
| Date of Request: | |
| Position Number: | |
| Working Title: | |
| Proposed Pay Grade: | |
| Dept. or Agency: | |
| Contact Name: | |
| Contact E-mail Address: | |
| Contact Work Phone #: | Fax #: |
| Supervisor's Name (If different from contact): | |
| Supervisor's CSA-Title (If different from contact): | |
| Supervisor's Phone # (If different from contact): | |

| |
|--|
| CSA Approved Classification Title/Salary Grade: |
| CSA Classification Staff Member: |
| Date Approved: |

Please return this information by inter-office mail to Career Service Authority, 201 W. Colfax Ave, Dept 412, Denver CO 80202

Requisition Review Form – New or Change

Section I

GENERAL INFORMATION

- I. Briefly describe the purpose of the *work unit* by completing the sentence “This work unit exists to....” (This statement should describe the function of the work unit.)

- II. Briefly summarize the purpose of this *position* by completing the sentence “This position exists to....” (This statement should describe the primary reason the position exists in relation to the function of the work unit.)

- III. Provide an organization chart that reflects the new organization.

Section II

DUTIES DESCRIPTION

Information in this section should provide thorough yet concise statements regarding what the position does. These duty statements should focus on primary and secondary duties and responsibilities of the position performed on a regular basis (not incidental duties or temporary assignments). Each duty statement should be a discreet, identifiable aspect of the work assignment described in one to three sentences. Related or similar duties can be combined and written as one statement. (In general, duties, which comprise 10% or less of the job, should be combined with other similar duties.) The total of all duty statements must equal 100%. It is best to write duty statements that are outcome based using present tense action verbs.

Examples:

Identifies necessary environmental redemption measures by inspecting site conditions and scientifically analyzing environmental test data to assess pollutant levels.

Manages reception office by providing supervision, training and support to two employees, including scheduling work and monitoring and evaluating performance.

A. Duty Statement: _____ % of total:

Give specific examples of this Duty

B. Duty Statement: _____ % of total:

Give specific examples of this Duty

C. Duty Statement: _____ % of total:

Give specific examples of this Duty

Requisition Review Form – New or Change

D. Duty Statement: _____ % of total:

Give specific examples of this Duty

E. Duty Statement: _____ % of total:

Give specific examples of this Duty

Attach additional sheets of duty statements if necessary

Section III

EDUCATION, EXPERIENCE & LICENSE OR CERTIFICATE REQUIREMENTS

1. Please, describe the type of experience and the minimum amount of work experience required to perform the duties and responsibilities of this job at the level of proficiency required.

2. Check the appropriate minimum education requirement necessary to perform the duties and responsibilities of this job.

____ Bachelor's Degree

____ Some College/Associate's Degree (2 Years formal training beyond high school)

____ Apprenticeship

____ Vocational/Technical/Business School

____ Specialized Classes Beyond High School

____ High School or Equivalent

____ Ability to read, write and follow instructions (less than high school)

3. List any special license, endorsement, certification or registration that is required to perform the duties of this job. Briefly explain why they are required.