**Job Audit Request Form**

**Instructions**

* Revise the job description
* Consult with HR Business Partner or UHR - Compensation to determine if a job audit is appropriate
* Obtain approval from the department head and senior leader
* Complete the Job Audit Request form
* Send current and revised job descriptions and Job Audit Request Form to HR Business Partner or UHR – Compensation

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Incumbent:** |  |  |  | **Department:** |  | | |
|  |  |  |  |  |  |  |  |
| **Effective Date:** |  |  |  | **Funding Source:** | Department \_\_\_ Central \_\_\_ Grant \_\_\_ | | |

**Current**

**Recommended**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** |  | | |  |  | | |
|  |  |  |  |  |  |  |  |
| **Grade:** |  | | |  |  | | |
|  |  |  |  |  |  |  |  |
| **FTE Salary:** |  | | |  |  | | |
|  |  |  |  |  |  |  |  |
| **FLSA Status:** | Exempt \_\_\_ Nonexempt \_\_\_ | | |  | Exempt \_\_\_ Nonexempt \_\_\_ | | |

**Justification for Job Audit Request**

**In the space below, include the justification for this job audit request and indicate how the proposed job description differs from the current one.**

1. Is the employee currently performing additional job responsibilities? If so, for how long?
2. Provide a justification for why the job audit cannot be postponed until a later date and how it impacts department operations.
3. Explain alternative steps that have been taken or other methods considered to fulfill the expanded duties and responsibilities of this position.
4. State specifically the changes and/or additions to the new job description. Include any factors that impacted the changes to the position (i.e. position vacancies and organizational changes). Include information regarding similar positions within the department/division that should be reviewed to ensure fair and equitable pay is maintained.