



II. Indicate the difficulty or complexity of the task(s)/duty(ies) indicated in *Section I* above:

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III. Describe how your responsibility and authority have changed as a result of the task(s)/duty(ies) identified in *Section I* above?

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IV. Describe how these additional task(s)/duty(ies) affect the qualifications (knowledge, abilities, education, experience, licenses and certifications) required to perform the task(s)/duty(ies) identified in *Section I* above:

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V. I am requesting a reclassification to \_\_\_\_\_ Range/Step \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Immediate Supervisor

\_\_\_\_\_ I concur with job duties listed by employee

\_\_\_\_\_ I disagree with job duties listed by employee

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

***Please return the form to Human Resources.***