
TO: **Joint Job Evaluation Committee**

C:

FROM:

(Reclassification requests should be jointly submitted by incumbent(s) and their excluded manager)

DATE:

SUBJECT: Review of Existing Job Description

Job number:

Job title:

Department:

Names of incumbents:

Have there been substantive changes in the duties of the position? If so, please describe and provide specific examples.

Please describe how the substantive changes in job duties have impacted the position.