



Classification Review

CHECKLIST

This checklist is to assist employees with compiling and providing the information necessary to submit a completed Classification Review Form (CRF) to Human Resources.

ATTACH THIS COMPLETED CHECKLIST TO THE FRONT OF YOUR COMPLETED CRF.

- Yes No Have you reviewed your current job description?
- Yes No Have job duties changed from that which is identified in the most current job description? If yes, dates of change must be identified in the CRF.
- Yes No Is the change in duties temporary or permanent?
- Yes No Does the change affect LEVEL OF WORK not volume of work. (If it is a volume issue, the matter is a staffing issue, not a reclassification issue and therefore the committee will take no action.)
- Yes No Have you completed and signed your CRF? (Required)
- Yes No Has your immediate supervisor completed and signed the "Immediate Supervisor Statement" located at the end of the CRF? (Required)

Submit to your Manager for review by: November 16, 2016 (recommended timeline)

**REQUIRED/SIGNED DOCUMENTS:
Classification Review Form; Immediate Supervisor Statement and Manager's Review/Signature**

YCCD DEADLINE: 5 pm, November 30, 2016

**Deliver to:
Human Resources, Vice Chancellor's Office
or
Email: pritchardk@yosemite.edu**

Comments or Concerns?
Please contact HR - Lucy Munoz (x6506) or Kathren Pritchard (x6901)