



Cleveland State University

Department of Human Resources Development and Labor Relations

Request for Classified Position Audit

A position audit is a review of an employee's regularly assigned duties to determine whether the position is properly classified. **An audit is not conducted during assignments of a temporary nature; anticipated duties are not included.**

A request for a classified position audit must be signed by the supervisor, department head, dean (if applicable), and Vice President/Provost (see last page for signature lines).

Forward to Human Resources only after ALL SIGNATURES have been obtained.

Request initiated by: _____ Date _____
(Print or type name)

Current classification of position to be audited: _____

Incumbent: _____ Department _____

Procedures:

1. The incumbent maintains a log of work activities for five consecutive days (see next page for more specific instructions).
2. The supervisor and department head review the log for completeness and accuracy.
3. The dean (if applicable) and Vice President/Provost sign, acknowledging that they have reviewed the log of work activities.
4. The completed log, with authorizing signatures, is forwarded to the Department of Human Resources Development and Labor Relations (HR), Parker Hannifin Administration Center, Suite 113.
5. An HR staff member reviews the log and meets with the employee to draft a job description.
6. The draft job description is reviewed by the employee and supervisor for accuracy.
7. HR determines the appropriate classification. This may be a promotion, a demotion, a lateral change (different title but no change in pay), or no change. All changes in classification are implemented.
8. A non-bargaining unit employee may appeal the audit decision according to the rules of the State Personnel Board of Review. Please contact HR if you would like their mailing address. A bargaining unit employee may contact their union representative to appeal the audit decision.

Mailing Address: 2121 Euclid Avenue, AC 113, Cleveland, OH 44115
Location: 2300 Euclid Avenue, Room 113, Cleveland, OH 44115
216-687-3636 (Telephone) 216-687-9334 (Fax)

Classified employees who are requesting a review of their position are asked to maintain a daily log for five (5) consecutive working days. This log assists HR in determining the classification of the position and becomes part of the audit report. **To be used for a reclassification audit, the log must be maintained during a typical period.** "Typical" means that the work listed on the log represents work you usually do in your job. It should not be your slowest or your busiest week, the week your supervisor was out or when you are attending a seminar, etc. Should a reclassification be recommended, the effective date of any pay adjustment will be the date this request and the properly prepared and approved log is date stamped "received" in HR.

INSTRUCTIONS

1. Indicate your name and the date on each page. Clearly hand write each entry at the time you perform a task. Do not wait until the end of the day or week.
2. Record the work performed between 8:00 am and 9:00 am in the section labeled 8:00. Then in the columns at the right, indicate if the function is a new one (not in previous job description). If it is a new function for you, indicate how long you have been performing it and the name and title of the person who performed it previously. A complete detailed log is necessary. For example: if you typed for that duration, also indicate what it was that you were typing, and whether from a rough draft, disk, tape, etc. Continue logging each day's activities in this manner.
3. In the columns at the far right indicate by a slash/hatch mark (HR will count the totals) each **brief or routine** in-person, email, and telephone contact. If the contact was complex, indicate the activity under the "work performed" section.
4. Start each day's log on a new sheet. If you need more space for a time interval, you may change the hour designations in the margin and/or continue on the back of the page. If your schedule is other than 8 to 5, change the times in the margin to correspond with the hours you work. **You must use this log form.**
5. If you prefer to be specific in the time designation, please feel free to do so. E.g., "9:00 Began typing 3 memos from rough copy. 9:10 Interrupted to run emergency errand to take contracts to Dean's office. 9:20 resumed typing memos."
6. On the last page indicate any other duties performed on a regular or seasonal basis which did not occur during the period of the log. Sign the certification and pass the materials on to your supervisor and department head for their review and certification, and to the dean (if applicable) and Vice President/Provost. Completed materials are then forwarded to **HR, AC 113.**

TO BE COMPLETED BY THE EMPLOYEE

Was your log kept during a fairly typical period? _____ (yes or no)

List other duties performed on a regular or seasonal basis. Indicate what you do, how you do it, and the time and frequency involved. Use reverse side if necessary.

List those duties that have been deleted since the last job description.

I certify that this log and statement of duties is accurate and complete.

Employee's Signature

Date

TO BE COMPLETED BY THE SUPERVISOR AND DEPARTMENT HEAD

Indicate in what respects, if any, the information in this log and statement of duties is inaccurate or does not describe the position. Use reverse side if necessary. If there are no discrepancies, indicate "none".

I certify that I have reviewed this log and statement of duties and that with my comments above, if any, it is an accurate and complete statement of this position.

Supervisor's Signature

Date

Department Head's Signature

Date

I have reviewed this request for audit. Comments (if any)

Dean's Signature

Date

Vice President/Provost
Signature

Date

DAILY LOG

Name _____

Date _____

Time	Work Performed	Is this a new function? (Not in previous job description?) Yes or No	How long have you been performing the new function?	If new function, who performed it previously?	In-person contacts (use a hatch or slash mark)	Telephone calls (use a hatch or slash mark)	Email (use a hatch or slash mark)
1:00							
2:00							
3:00							
4:00							
5:00							