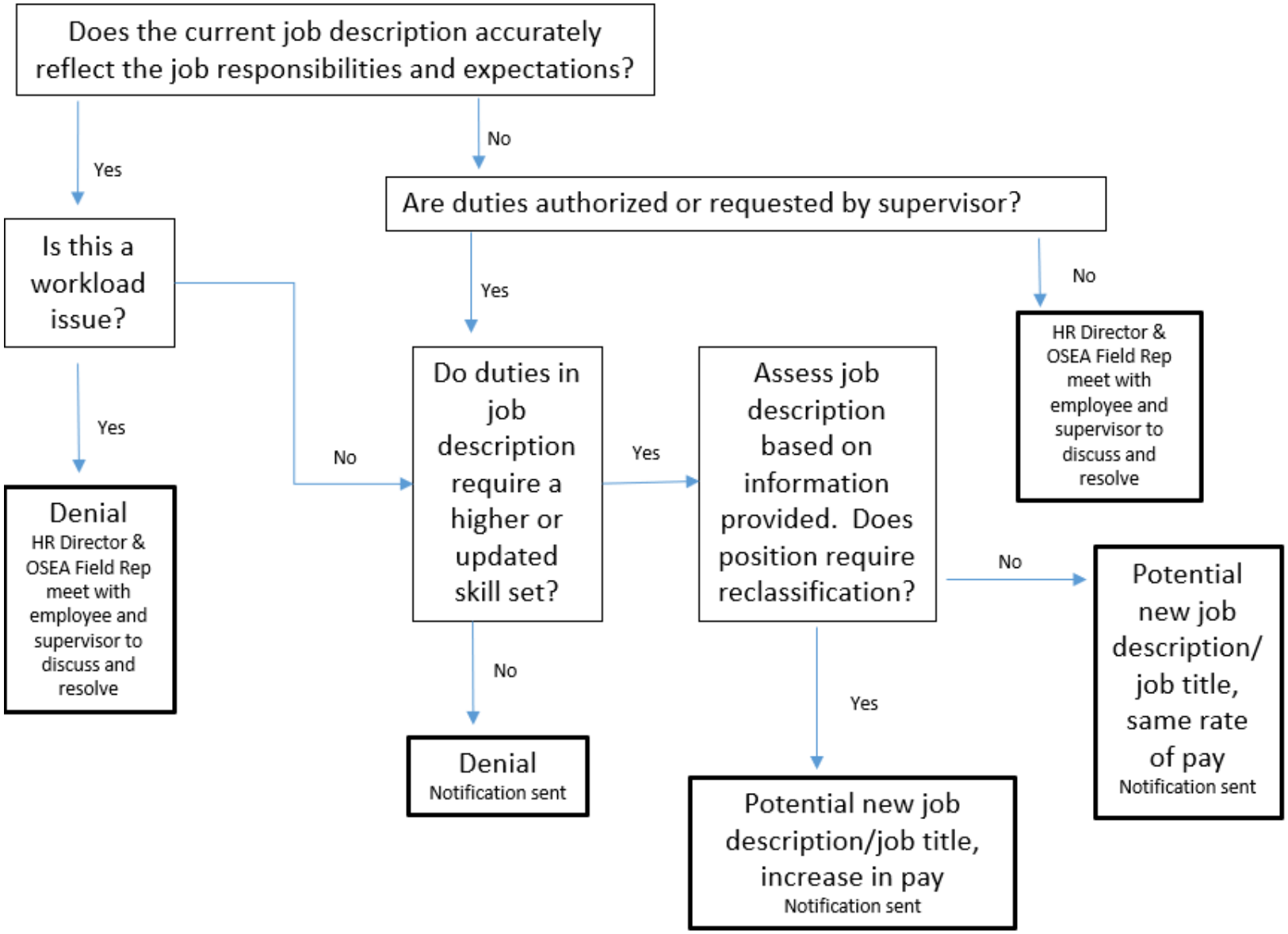
APPENDIX E


Does the current job description accurately reflect the job responsibilities and expectations?
Yes
No
Is this a workload issue?
Are duties authorized or requested by supervisor?
Yes
No
HR Director & OSEA Field Rep meet with employee and supervisor to discuss and resolve
Yes
No
Do duties in job description require a higher or updated skill set?
Yes
Assess job description based on information provided. Does position require reclassification?
No
Potential new job description/ job title, same rate of pay
Notification sent
Denial
HR Director & OSEA Field Rep meet with employee and supervisor to discuss and resolve
No
Denial
Notification sent
Yes
Potential new job description/job title, increase in pay
Notification sent