CLASSIFICATION SUBMITTAL CHECKLIST

For all requests for new positions and for changes to existing positions affecting the classification, service type or FLSA designation, please include the following documents in your submittal to the DAS Classification and Compensation Unit CHRO.CNC@oregon.gov.

REQUIRED DOCUMENTS

Per State HR Policy 30.000.01 the following is required when submitting a classification review.

- ☐ **Current written Position Description**
- ☐ **Organization Chart indicating position under review**
- ☐ **Classification review - clear Narrative Justification for allocation**

  Class analysis to include the Elements of an Allocation Analysis detailed in the Classification Guide page 21-1.

  - ☐ Identify the Position Information
  - ☐ Background – reason/need for the change
  - ☐ Analysis of duties and responsibilities
  - ☐ Information and classifications considered (desk audit, specific classifications, etc.)
  - ☐ Classification decision/recommendation
  - ☐ Service type and FLSA designation analysis and determination

Please ensure all of the required documents are included when submitting to DAS CnC for review. Incomplete submittals may be returned.