***Part 1 - Job Classification***

|  |  |
| --- | --- |
| Date: |  |
| Analyzed by:  |  |

**Position Information**

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| --- | --- |
| Agency Number: |  |
| Agency Name: |  |
| Position Number: |  |
| Budget Authorization Number: |  |

**Allocation Information**

Based on the analysis of the position description or other relevant documentation the agency has determined the following proposed classification to be the best fit for the assigned work.

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| --- | --- |
| Classification Number: |  |
| Classification Name: |  |

Provide a brief summary analysis of the key considerations in determining the classification chosen.

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***Part 2 – FLSA Designation***

**For instruction on making this determination please see:** [**FLSA Guide and Worksheet**](http://www.oregon.gov/DAS/CHRO/pages/manual/pos/flsa_designation.aspx)

Based on the analysis of the position description or other relevant documentation the agency has determined the position to meet the following FLSA designation.

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| “X” the designation determined to be appropriate |
|  | This position is Non-Exempt |
|  | This position is Exempt - Executive and Supervisory |
|  | This position is Exempt - Administrative |
|  | This positon is Exempt - Professional |
|  | This positon is Exempt - Computer |

Provide a brief summary analysis of the key considerations in determining the FLSA status of the position.

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***Part 3 – Service Type Designation***

**For instruction on making this determination please see:**

**Management Designation** [**Worksheet**](http://cms.oregon.egov.com/DAS/CHRO/Pages/classcomp.aspx#More_Publications_&_Forms)

Based on the analysis of the position description or other relevant documentation the agency has determined the position to meet the following Service Type designation.

|  |
| --- |
| “X” the designation determined to be appropriate |
|  | Management Service Supervisory (MMS) |
|  | Management Service Non-Supervisory (MMN) |
|  | Management Service Confidential (MMC) |
|  | Executive Service Supervisory (MESN) |
|  | Executive Service Non-Supervisory (MENN) |
|  | Other: (Please identify representation code) |  |

Provide a brief summary analysis of the key considerations in determining the Service Type of the position.

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