AGENCY submits complete review request to DAS Classification and Compensation

DAS CLASS/COMP logs request into tracker within three (3) business days.

- If the number of requests received per day exceeds 50, all requests will be assigned/picked up within seven (7) business days of receipt.

DAS CLASS/COMP CONSULTANT picks-up/assigned request within five (5) business days of receipt.

If the number of requests received per day exceeds 50, all requests will be assigned/picked up within seven (7) business days of receipt.

DAS CLASS/COMP CONSULTANT reviews information

If more information is needed:
- DAS CLASS/COMP CONSULTANT notifies agency and requests needed information. One-week deadline for agency response is set.
- If information has not been received within one-week, consultant will extend an additional seven (7) days to the deadline

Information is complete and classification is appropriate, consultant approves request.

DAS CLASS/COMP CONSULTANT will notify agency within one (1) business day of the following:
- Class/Comp Consultant is assigned
- Timeline of response

Information is not complete and more information is needed to complete review.

Information is complete and classification is not appropriate, DAS CLASS/COMP CONSULTANT calls agency to discuss further.

Information is complete, and after discussions with consultant, classification is determined not appropriate, DAS CLASS/COMP CONSULTANT closes request.

Information is not submitted within the additional seven (7) day timeline, DAS CLASS/COMP CONSULTANT closes request and invites agency to resubmit when full information is available.