**MEMORANDUM**

**To:** DAS CHRO, Classification and Compensation Unit

**From:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Subject:** Classification Analysis – Job Family Change Request

**POSITION DATA**

WD Position Number: Click or tap here to enter text.

Incumbent: Click or tap here to enter text.

OR Number: Click or tap here to enter text.

Supervisor: Click or tap here to enter text.

Service Type: Click or tap here to enter text.

**BUSINESS NEED / BACKGROUND**

[This section details what has changed that has created the need for a different job family. Please provide detail as to what has changed with the position since the original allocation.]

**JOB FAMILIES CONSIDERED**

[Enter the job families considered here]

[List all job family descriptions that were considered and are relevant to this analysis. Do not consider the different levels of a specific job family (e.g., Manager 1, 2, 3), only the job family.]

**ANALYSIS / CONCLUSION OF SERVICE TYPE:**

**Recommended Job Family**: [Enter Recommendation here]

[Describe the position purpose and supporting statements for why it should be in the job family requested]

[Describe the reason each of the job families considered above is, or is not, the appropriate recommendation]

**FLSA**

No Change

**SERVICE TYPE**

No change