



**JOB AUDIT REQUEST FORM**

When the level of work and scope of a role have changed substantially, a job audit may be warranted to ensure the grade and compensation of the role are appropriate. Please use this form and follow the process below to request a job audit for an existing employee.

1. Revise the job description.
2. Ensure that the staff member meets the minimum requirements for the new role.
3. Consult with your [Human Resources Business Partner](#) to review the revised job description. If you do not have an HR Business Partner, please contact [UHR Compensation Services](#) to discuss.
4. Obtain approval from your department head and senior leader.
5. Complete the Job Audit Request Form.
6. Send a revised job description with tracked changes, organizational charts, and the Job Audit Request Form to your department’s [Human Resources Business Partner](#) or to [UHR Compensation Services](#).

Please indicate the reason for this request	
<input type="checkbox"/>	<b>Audit a Position:</b> A reclassification may be required when there is a substantive change in the responsibilities, complexity, and/or authority of a job that typically represents a change of 20% or more to the position’s essential functions.
<input type="checkbox"/>	<b>Career Progression:</b> The position is changing as part of an established career progression. The standard job description template should be used.

Employee/Position Details	
<b>Employee Name:</b>	<b>Supervisor Name:</b>
<b>Current Title:</b>	<b>Proposed Title:</b>
<b>Current Grade:</b>	<b>Proposed Grade:</b>
<b>Current FTE Salary:</b>	<b>Proposed FTE Salary:</b>
<b>Department:</b>	<b>Supervisory Organization:</b>

Justification
<b>Describe the business need for this request.</b>

<b>Describe how the requested salary was determined.</b>

<b>Changes to Responsibilities</b>
<b>Describe the specific CHANGES to duties and responsibilities that elevate this job's complexity, scope, and/or authority to a higher classification level. Emphasis should be on responsibilities, not the employee's performance and/or contributions.</b>
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<b>List the specific changes to the minimum requirements for the revised role.</b>
<b>Education:</b>
<b>Experience:</b>
<b>Technical Skills:</b>
<b>Other:</b>

<b>Organizational Structure</b>
<b>Does the revised role supervise staff?</b>
<p>Yes</p> <p>No</p> <p>_____ # of direct reports          _____ # of indirect reports          _____ # of students</p>
<b>Please provide an organizational chart or list below the titles and grade levels of position's supervisor and any direct and indirect reports:</b>

**OPTIONAL: Please complete this section for exempt staff only.**

**List below the titles of individuals, departments, and organizations with which the new role most frequently works (including contacts both internal and external to Brown). Briefly describe why the relationship exists, the purpose of the work, and the nature of the interaction.**

<b>Most Frequent Contacts</b>	<b>Nature of Interactions</b>