SAMPLE ANALYSIS FORMAT

Agency Number and Name

CLASSIFICATION REVIEW

Employee Name: *Vacant or Emp Name*
Supervisor: *Name*
Location:

Position No: *1234567*
Requested by: *Management/Emp*
Working Title:

	Repr *	Service Type/ Classification	Class Title	S/R
Current: (sample reprs)	*MMN* *OAI*	*X1321* *C0104*	*Human Resource Analyst 2* *Office Spec 2*	*26* *12*
Recommended: (sample reprs)	*MMS* *OAI*	*X1322* *C0107*	*Human Resource Analyst 3* *Admin Spec 1*	*29* *17*

Date Received: *Xx/xx/xx*
Analysis Done By: (analyst)

Recom FLSA: Y or N
FLSA Exempt Type: Executive Administrative Professional Computer Employee *Y or N*

Date Completed: (date)

Approved Overtime:
Effective Date:

Action: *(establish, reclass up/down, FLSA review, etc)*

Background (Set the stage for the need)
Reason for review: problem definition, new legislation, reorganization, etc.; explain what has changed and/or what the driving force is behind the request. Many agencies parallel the elements on the PFP Transmittal Checklist.

Analysis
- Duties include – short narrative hitting key points – don't recreate the entire pd
- Occupational Area & Classifications considered *(don't launch into a list of what the work is not – focus on potential matches or if the review is requested by an employee the classification they identify)*
- *Explain why the duties support the classification – this is the analysis part. Don't copy the class specs as the analysis. Note: The Classification Guide posted on the Classification and Compensation Web Site covers the elements required in an allocation analysis."*

Decision/Recommendation

Service Type/Representation – analysis required

FLSA and OT – analysis required

PERS Police and Fire Designation *(if applicable)* – analysis required.

*Repr List can be found on DAS Classification and Comp Classification Web Page by selecting the $ sign and then any representation in the REPR column. Here is the link: http://www.oregon.gov/Pages/cgi-bin/ccrt.aspx?pg=repr&sec1=ALL