

Position Review Request - Supervisor Portion

The Human Resource Office will send this form to the supervisor electronically and include instructions per employer's internal procedure (e.g. due date, HR contact).

This form is completed by the supervisor of the employee who submits a Position Review Request – Employee Portion. Submit completed form to your HR Office. For additional information, see the [Position Review Request Guide](#) and [Glossary of Classification Terms](#).

1. Supervisor Review

Employee's Name:

Date of Employee's Request:

Is the information on the ITPS Position Review Request – Employee Portion accurate and complete?

Yes, I agree completely with the employee's description of duties and responsibilities. If **yes**, check level of supervision, sign form, and submit.

No, I disagree with some portions of the employee's description of duties and responsibilities, or I want to clarify some of the employee's statements. If **no**, complete the entire form, sign, and submit.

Do you agree with the employee's description of the **Position Purpose**? Yes No

If **no**, list the specific duties and explain in detail with what you disagree with:

Do you agree with the employee's description of duties listed in the **Work Activities**? Yes No

If **no**, list the specific duties and explain in detail with what you disagree with:

Do you agree the employee has been assigned lead or supervisory responsibility, if applicable, as listed in **Lead/Supervisory Responsibilities**? Yes No

If **no**, explain:

Do you agree the employee leads or supervises the staff listed, if applicable? Yes No
If **no**, explain:

Do you agree with the employee's description of **Decision-Making Authority**? Yes No
If **no**, explain:

List examples of decisions the employee is authorized to make without your prior review:

List examples of decisions that require your approval:

Do you agree the employee has been assigned **Fiscal Responsibilities**, if applicable? Yes No
If **no**, explain:

2. Level of Supervision – Review the levels of supervision required and indicate the level that most accurately describes your supervision of the employee’s position.

Supervision required is determined by the following:

- Amount of higher-level oversight the employee receives.
- Latitude the employee has in determining which work methods and priorities to apply.
- Scope of decision-making authority delegated to the employee.
- Extent to which the employee’s completed assignments are reviewed.

Direct/Close

- Employee is assigned duties according to defined procedures.
- Employee performs a variety of routine duties within established policies and procedures or by referring to the written guidelines.
- Work is reviewed for accuracy, completion, and adherence to instructions and established standards, processes and procedures as necessary and upon completion.

General Supervision

- Employee performs recurring assignments without daily oversight following established guidelines, policies, procedures and work methods.
- Employee prioritizes day-to-day work tasks. Supervisor provides guidance and must approve deviation from established guidelines, policies, procedures and work methods.
- Decision-making is limited in context to the completion of work tasks. Completed work is consistent with established guidelines, policies, procedures and work methods. Supervisory guidance is provided in new or unusual situations.
- May develop procedures for performance of a variety of duties within the scope of the job.
- Perform complex duties within established guidelines.
- Work is periodically reviewed for compliance with guidelines, policies and procedures.

General Direction

- Employee independently performs all assignments using knowledge of established policies and work objectives with little direct oversight from supervisor.
- Employee plans and organizes their own work and assists in determining priorities and deadlines. May deviate from standard work methods, guidelines or procedures in order to meet work objectives.
- Employee exercises independent decision-making authority and discretion to decide which work methods to use, tasks to perform and procedures to follow to meet work objectives.
- Completed work is reviewed for effectiveness in producing expected results.
- Employee establishes procedures for attaining specific goals and objectives in a broad area of work.

Administrative Direction

- Employee receives guidance in terms of broad goals and overall objectives and is responsible for establishing the methods to attain them.
- Employee works independently within the scope and context of rules, regulations and employer objectives.

- Employee independently plans, designs and carries out programs, projects and studies in accordance with broad policy statements or legal requirements.
- Employee exercises independent decision-making authority for determining work objectives and goals to be accomplished.
- Employee is in charge of an area of work and formulates policy for this area but does not necessarily have final authority for approving policy.

List additional information related to the employee’s position you believe should be considered in the review of this position:

3. Supervisor/Manager Signature

The information I provided is accurate and complete.

Supervisor’s Signature (required):

Date:

4. Employee Agreement/Disagreement

I agree with the supervisor’s response above. If not, I disagree for the following reasons:

Second-Level Supervisor’s Signature (required):

Date:

5. Additional Signature (e.g. Appointing Authority, if required)

Signature:

Date:

For Human Resource Office Use Only

Allocation Decision Made By:

Class Title or Job Family and Level and Code:

Effective Date: