

**Request to Add Job Specific
Tasks to Job Description**

Classification Title of Job to be Reviewed: _____

Department: _____

PIN: _____

Job Incumbent(s) Name: _____

Recommended Position (working) Title: _____
(If different than Job Classification Title)

Indicate below up to ten Job Specific Tasks:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

If there is additional information to be considered in reviewing this request to add additional tasks and/or a position title, please describe in the space provided below:

Employee's Signature: _____ Date _____

Supervisor's Signature: _____ Date _____

HR Director's Signature: _____ Date _____