

CLASS WORKSHEET

Name _____ College _____

CCP Grade _____ Functional Title _____

This worksheet is to help you clarify how your job has changed. Brief notations are all that is needed. This information can help the union to advocate for you to receive the very detailed Objective Job Evaluation Questionnaire that the Rating Committee and consultant use for deciding on reclassification.

1. The overall function of your position, **as compared to** your former function.

2. Your major duties or activities **as compared to** your former major duties

3. If your supervisory responsibilities have changed, please describe.

4. The most mentally challenging part of your job, or examples of the most difficult typical problem-solving you need to do, **as compared to** your most challenging former responsibility.

5. Examples of the most important decisions you have full authority to make, as well as the most important decisions you recommend to your supervisor (or others), **as compared to** your former position.

6. The kind of supervisory environment you work in (e.g., strict; periodically checked; only general instructions given; I do the planning; **as compared to** your former work environment.