

POSITION RECODING WORKSHEET

I certify this recoding request is for a change in supervisor, process level, and/or department code(s) only. Each position remains properly classified, and the duties and responsibilities are essentially unchanged. I recognize that changes on this recoding sheet will impact all employees attached to the "Current Position Code."

Appointing Authority's Comments

Appointing Authority's Signature

Phone Number

Date Submitted

CURRENT Position Code and Name	CURRENT Direct Supv. Code and Name	CURRENT Supervisor Class Title and Position Code	NEW Direct Supv. Code and Name	NEW Supervisor Class Title and Position Code	NEW *Process Level	NEW **Department Code	MCS C Initials	
							Analyst	PMA

***PROCESS LEVEL CHANGES:** This form should be used only for process level changes within the same principal department.

****DEPARTMENT CODE CHANGES:** Only complete "CURRENT Position Code and Name" and "NEW Department Code" fields.

For Civil Service Use Only

Reviewed By

Date

Entered By

Date