1. Current Classification: ________________________________

2. On a separate sheet describe in detail the work performed (use clear and concise language).

3. Please indicate in what way the responsibilities, skills required or knowledge required have increased or decreased to warrant a change in classification and the approximate date that the change took place:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

4. Name and title of Manager:

________________________________________________________________________________________

5. List all the equipment operated or used by the classification in doing the work:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Date: _____________________________  Signed: ________________________________________________

Phone: _____________________________