

Job Analysis Request Form
San Antonio Independent School District



Please fill out Job Analysis request form to request a job review from the Compensation Department. Department Head approval is required to proceed with a job review.			
Proposed Position Title:			
Requested:			
	Print Name	Title	Date
Department Head Agreement			
	Dept. Head Signature	Title	Date
<i>*Dept. Head represents top level administrator who supports the development of the new job</i>			
Department:			
Reports to:			
Terms of Employment:			

Specify Request Type:	
<input type="checkbox"/>	Create New Job Description
<input type="checkbox"/>	Modify Existing Job Description (attach job description with modifications)

Is the organizational chart attached? (Required for submission)	
<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Will the role be filled by a current employee?	
<input type="checkbox"/>	Yes Employee Name:
<input type="checkbox"/>	No

Only Complete items below for Reclassifications

What percentage of duties is changing? Provide a summary of duties that are changing for the role.	
*Note if change is less than 30% job evaluation is not required	
Percentage	

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Summary	
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Is the salary expected to change due to the reclassification? Specify pay grade.

	Yes Specify salary range:
	No