

Position Justification Request for Salary Adjustments

Position Title:
 Position Number (PIN):
 Employee Name:
 Employee ID:
 Department/Division:

Please provide a brief summary of the reason for the increase:

If additional duties have been added, provide a detailed description of the duties that have been added and the percentage of time spent on each task. Please also include why the duties were added and who previously performed those duties.

Tasks	Description	%
Task 1		
Task 2		
Task 3		
Task 4		
Task 5		
Task 6		
Task7		
Task 8		
Task 9		
Task 10		
Total		100%

Does this position require a specialized skill set? If so, please specify.

Are there unique circumstances that must be fulfilled with this position? (i.e.: contractual regulations/obligations, federal or state laws)

For each of the tasks listed above, describe the consequences of not performing the function(s) and whether it would be detrimental to the agency's operations:

Tasks	Description
Task 1	
Task 2	
Task 3	
Task 4	
Task 5	
Task 6	
Task7	

Tasks	Description
Task 8	
Task 9	
Task 10	

If additional duties have been added, determine if each of the tasks listed above can be redesigned or performed in another manner or reassigned to another employee:

Tasks	Description
Task 1	
Task 2	
Task 3	
Task 4	
Task 5	
Task 6	
Task 7	
Task 8	
Task 9	
Task 10	

List the budget impact and explain how this increase will be funded:

I have evaluated the information listed in this document and have determined the critical need is justified based on the above to increase the salary of the current incumbent.

Submitted by:

Date: