

**JOB AIDS AND RESOURCES  
Optional Pay Adjustment Questionnaire for Additional Duties**

Form Creation Date: 4/2014

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| **Agency/Division:** |  | | | **Personnel Area Code:** |  |
|  |  |  | | | |
| **Requested Effective Date:** |  | *NOTE: Normally the effective date should be the date of the Commission meeting.* | | | |
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| **Requested Percent Adjustment:** |  | **Type of Adjustment:** | ☐ Lump Sum  ☐ Base Pay | | |

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| 1. **Please provide employee information below.** | | | |
| Employee Name |  | Job Title |  |
| Employee Personnel  Number |  | Pay Level/Range |  |
| Employee’s Annual Salary | $ | Level of Work on Job Specification |  |
|  | | | |
| 1. **What are the additional duties?** | | | |
| 1. **Has the job description been updated?** | | | |
| 1. **Were any duties removed to facilitate this new duty? If so, which ones?** | | | |
| 1. **Will the duties be permanent or temporary?** | | | |
| 1. **What percentage of time are the additional duties allocated?** | | | |
| 1. **Would you consider the duties to be lower, higher, or the same level as the duties performed in the current job?** *This may include an assessment from the employee’s manager. If a delegated agency, a HR assessment must be included.* | | | |
| 1. **Does this result in some savings for the agency? If so, how? What are the projected dollar savings?** | | | |
| 1. **Will the employee have to learn new skills and/or competencies? If so, please explain.** | | | |
| 1. **Many jobs evolve over time, due to procedural differences and technology changes. How are these additional duties different from a natural evolution of the job?**   *Example: Administrative Assistants have historically produced correspondence for their bosses. As recently as fifteen years ago, this was mostly done with a typewriter. Today,*  *however, typewriters are essentially obsolete. An administrative assistant is still an administrative assistant, regardless of the method used to produce correspondence.* | | | |
| 1. **If this request is for an adjustment over 7%, what is your rational business reason for requesting a higher amount?** | | | |
| 1. **If this request is for an employee who is an administrator or higher, please describe how these duties are outside of the scope of the position.** | | | |
| 1. **Has the employee received an Optional Pay adjustment before? If so, please list dates and reasons.** | | | |