



5. As part of the review process, the Office of Human Resources will be examining the current scope and complexity of your job duties and responsibilities, as well as other pertinent data you may wish to present. Describe the permanent and significant increase in duties and responsibilities that has occurred or is planned. Human Resources may request additional information, as deemed necessary, in order to review your request. Comment on any changes in the scope and complexity of the position, and changes in relationships between positions and any other factors supporting this request:

**Supervisor Comment Sheet**

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Date

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Immediate Supervisor's Signature

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**Statement of Department Head or Other Administrative Officer**

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Officer's Signature

**Return completed form to the Human Resources Department**