



# Medford School District Classified Position Review Request



Name/Group Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Position Being Reviewed: \_\_\_\_\_ Phone: \_\_\_\_\_

Location: \_\_\_\_\_

Purpose: In the event that an employee(s) or supervisor believes that an employee's duties, level of required skill and/or responsibility have changed significantly, so that the current job description is no longer accurate, he/she may apply to the Position Review Committee for review.

To request a position/job description review please submit the completed request form with the following items attached:

- o **Written explanation to support review request:**
  - How have the duties, level of skill, knowledge and/or educational requirements changed?
  - How frequently are these additional duties performed?
  - How has the level of independent judgment and decision making changed?
  - Provide any additional information you feel is relevant.
- o **Copy of current MSD Classified job description**
- o **Copy of proposed MSD Classified job description revisions**
- o Letter of support from immediate supervisor or building administrator (optional)

Employee(s) request - submit to:  
Susan Greeley - OSEA Field Representative  
[susan@osea.org](mailto:susan@osea.org)  
4480 Rogue Valley Highway, Suite 6  
Central Point, OR 97502  
(541)665-2120 (Office)

Supervisor request - submit to:  
Debbie Simons, Human Resources Director  
[Debbie.Simons@medford.k12.or.us](mailto:Debbie.Simons@medford.k12.or.us)  
815 S. Oakdale Ave.  
Medford, OR 97501  
(541)842-3625

For employee requests, the OSEA Field Representative will provide a copy of the request form and support items to the employee's supervisor and HR Director. For supervisor requests, the HR Director will provide a copy of the request form and support documents to the employee(s) and OSEA Field Representative.

Upon receipt of all support items the Employee Relations Specialist will schedule a meeting and notify all committee members and designated presenters of date, time and location.

All information requested by and to be presented to the committee shall be submitted to each committee member no later than seven (7) calendar days prior to the scheduled meeting. Additional information may be requested by the committee which may postpone the meeting if deemed appropriate to do so. The receipt of this information will initiate a one (1) month deliberation period.

After the meeting, the committee will deliver its recommendation and the Employee Relations Specialist will communicate a recommendation in writing to Labor Management and committee members.

The Human Resources Director will notify all interested parties of the Labor Management team's final decision.

\_\_\_\_\_  
Requester Signature

\_\_\_\_\_  
Date

Approved / Denied by: \_\_\_\_\_ Date: \_\_\_\_\_