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DHR-CC4003
11/03

DEPARTMENT OF HEALTH AND HUMAN SERVICES
ANALYST NOTES

Division/Institution	
Section/Branch/Unit	
Position Number	
Type of Request	
Present Classification	
Recommended Classification	
Analyst	
Date	

I. ORGANIZATIONAL PROFILE: (Include purpose of program; organizational structure, type of unit, size of work force, staffing pattern and reporting relationships; dates of interviews/meetings and name of persons involved. An organizational chart indicating placement of position should be attached).

II. JUSTIFICATION: (Include a statement indicating the reason or basis for the request such as changes in activities affecting subject position, position design issues, technological changes affecting work level, and organizational changes affecting position design).

III. POSITION HISTORY: (Include when the position was established and at what level and other changes in the level of the position until present).

IV. CLARIFICATION OF DUTIES: (Include any additional information regarding duties and responsibilities not outlined in the position description).

V. DATA ANALYSIS: (Identify appropriate allocation factors to include variety and complexity, independence of action, consequence of error, supervision received, supervision given, decision making, analytical requirements, and nature and significance of public contact).

VI. COMPARISONS: (Comparisons should be made to similar, directly related, and/or benchmark positions within the agency. Comparisons should be identified by position number, classification, and location. Discuss the functional work area similarities as well as related allocation factors between the subject position and the selected comparisons. Document similarities, strengths and weaknesses of the positions).

VII. CONCLUSION: (Include conditions relevant to the recommendation such as approved but flagged for restudy; any expected organizational change; or any possible future impacts on the position).

VIII. ANALYST'S SIGNATURE: