POSITION ALLOCATION PACKAGE REQUIREMENTS

	625 submitted to DPA	625 Not submitted to DPA	Duty Statements	Organization Charts	Memorandum of Justification
Initial Allocation	MCR None MCR2	MCR1 MCR1 R MCR2 R	Criteria for all duty statements: °Describe current duties and include % or frequency of breakdowns. °Add qualifying statements to differentiate areas of responsibility if more than one position in unit performs similar duties °Avoid ambiguous words such as complex, coordinates, etc. (describe how job is complex) °Whenever possible , relevant factors to the position should be quantified (size of the budget, number of clients, etc.) °Some allocation guides such as data processing and business services classes have specific criteria and forms to be filled out. (See Allocation Guides, Attatchment 1, in the Manual -Copies are availabel from your DPA analyst)	Criteria for all organization charts: °Current and dated °Signed by top management °Reflect all budgeted positions °Full titiles °Fractional time bases °Actual upward and downward reporting relationships °indicate whether positions are filled or vacant °Highlight position being reviewed	Criteria for all Memorandum of justification: °Provide relevant background °Discuss how the proposed class satifies the spec and/or standards of the class °Describe how duties of the position fit into the role of the unit or mission of the department
Refill of Positions (No change in duties)	MCR None	MCR 1 MCR2 MCR 1R			
Refill of Positions (Change in duties)	MCR None MCR2	MCR1 MCR1 R MCR 2 R	Include both current and proposed duty statements	Include both current and proposed organization charts if the organizational structure is to be changed	Discuss "What has changed" (Organizational mission, workload, structure, etc.)
Upward Reallocation from another position	MCR None MCR 2	MCR 1 MCR1R MCR2R			Discuss "What has Changed" For Administrative positions, include comparisons with other departments or units having similar organizational structure, size or sensitivity