

CHANGES IN CIRCUMSTANCES CHECKLIST



1. Describe the current duties of the classifications/positions at issue.
2. Explain the changes in the duties of the classification/positions. When did the changes occur?
3. Have the salaries and/or benefits of the classifications/positions changed? Explain.
4. Have the duties of the supervisor of the employee(s) at issue changed? Describe, and explain the effect on job duties of the position(s) at issue.
5. Has a reorganization occurred affecting the District, department or other employing unit? Describe the reorganization and explain its effect on job duties.
6. Has a new job classification system been implemented? Describe. Do the new classification descriptions reflect duties previously performed, or new duties? Explain.