

## CLASSIFICATION DELEGATION CHECKLIST

Classification is being used properly. \_\_\_\_\_

At least the Minimum T&E has been met on the PD. \_\_\_\_\_

Internal Title, if any, identified. \_\_\_\_\_

Essential and Marginal Functions are listed. \_\_\_\_\_

Percentage of time for each job function is noted and adds up to 100%. \_\_\_\_\_

Proper coding is present on PD. \_\_\_\_\_

Signatures are present on PD. (Do not have to have incumbent's signature.) \_\_\_\_\_

FLSA designated \_\_\_\_\_

Class Code and Position Number are correct. \_\_\_\_\_

Effective Date of vacant position falls on/after approval date. \_\_\_\_\_

Effective Date of Reclass falls on/after approval date. \_\_\_\_\_