



**EDWARD M. BIRN**  
Director (Direktot)  
**BERNADINE C. GINES**  
Deputy Director (Sigundo Direktot)

**DEPARTMENT OF  
ADMINISTRATION**  
DIPATTAMENTON ATMENESTRASION

**HUMAN RESOURCES DIVISION**  
(Dibision Inadilanto yan Guinaha Para Taotao)  
Telephone (Telifon): (671) 475-1288/1103 • Fax (Faks): (671) 477-3671



**LOURDES A. LEON GUERRERO**  
Governor (Maga'håga)  
**JOSHUA F. TENORIO**  
Lt. Governor (Sigundo Maga'låhi)

October 12, 2022

HRD No: 22-514

**MEMORANDUM**

**TO:** Personnel Services Administrator, Human Resources Division  
**FROM:** Personnel Specialist III, Classification and Pay Branch  
**SUBJECT:** Notice of Proposed Classification Specification Amendment  
**RE:** Labor Law Enforcement Specialist I

*Buenas yan Håfa Adai!* This is written to respectfully request approval to amend the classification specification for the "Labor Law Enforcement Specialist I," currently identified in the government of Guam's Classification and Compensation Class List as follows:

**Labor Law Enforcement Specialist I – Class Code No.: 2.206**  
**Category III:** Administrative, Accounting and Related Professional and Technical  
**Sub-Category C:** Business Regulatory

By memorandum dated September 29, 2022, the Director, Department of Labor (DOL), requested to amend the existing classification specification to update the requirements to meet the current needs of DOL, as the duties and responsibilities of the position have evolved since its creation in October, 1984.

The current experience and requirements for the position require one year of bookkeeping experience, one year of public contact and graduation from high school. In their September 29<sup>th</sup> memorandum, DOL stated "Although experience in bookkeeping for a Wage & Hour Investigator is desirable, we have found that it is not appropriate for investigators engaged in immigration related labor law, investigating discrimination cases or investigating work place injuries." DOL has also stated that the bookkeeping requirement "hampers" the proper recruitment of persons vitally needed to enforce non-wage related labor laws.

Based on our review, we find that the proposed amendments are appropriate. The amended sections are indicated in bold lettering on the attached proposed classification specification. Additionally, the Hay Evaluation will not be impacted and remains as follows:


POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Labor Law Enforcement Specialist I	C I 2 115	C 2+ 22% 25	C N II+ 33	173	H

Upon approval of this request, the Classification Branch will cause copies of the attached proposed amended job specifications to be posted on the Department of Labor and the Department of Administration's respective websites, for a period of ten (10) work days (Saturdays, Sundays and government of Guam holidays excepted) [4 GCA §6303(c)(2)]. Additionally, electronic copies will be provided to the various local media.

We look forward to your response. If you have any questions or require further information, please do not hesitate to contact the Classification Branch at 475-1131/1201/1265. *Dangkolo na Agradesimiento!*

  
CATHERINE L.P. BORJA

Attachment

<input checked="" type="checkbox"/> APPROVED
<input type="checkbox"/> DISAPPROVED
 SHANE G.L. NGATA, Personnel Services Administrator Human Resources Division
Date: <u>10/12/22</u>



## LABOR LAW ENFORCEMENT SPECIALIST I (PROPOSED)

2.206

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### NATURE OF WORK IN THIS CLASS

This is routine technical work involved in the investigation and enforcement of the Wage and Hour Law, Child Labor, and other labor regulations.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Conducts routine field investigations to determine compliance of laws, rules and regulations; reports all discrepancies and makes follow-up investigations; **completes necessary forms; and recommends action on findings.**

Assists senior specialists in compiling and reviewing payroll, time and attendance sheets, and other pertinent records.

Conducts interviews with individuals filing official complaints or **seeking services** and employers concerned; submits reports of findings and recommendations.

Maintains records and prepares reports.

Performs related duties as required

### MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of bookkeeping principles and practices or **general knowledge of labor laws related to alien workers, fair labor standards or worker compensation insurance.**

Ability to learn, interpret, and apply pertinent laws, regulations and other labor law enforcement guidelines.

Ability to learn and apply the principles and techniques of interviewing and investigation.

Ability to enforce laws and regulations with firmness, tact and impartiality.

Ability to collect and analyze data.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.



**LABOR LAW ENFORCEMENT SPECIALIST I  
(PROPOSED)**

2.206

**MINIMUM EXPERIENCE AND TRAINING:**

- (a) One year of bookkeeping experience, one year of public contact work and graduation from high school; or
- (b) One year of experience in investigation or enforcement work in compliance monitoring and graduation from high school; or**
- (c) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid driver's license.

AMENDED:                      OCTOBER 2022

PAY GRADE:                      H

HAY EVALUATION:	KNOW-HOW:	C I 2	115
	PROBLEM SOLVING:	C 2+ 22%	25
	ACCOUNTABILITY:	C N II+	<u>33</u>
	TOTAL POINTS		173

This standard revises and supersedes the standard established in October 1986.

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EDWARD M. BIRN, Director  
Department of Administration

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LOURDES A. LEON GUERRERO  
Governor of Guam



DEPARTMENT OF  
**LABOR**

DIPATTAMENTON HOMOTNÁT • David M. Dell'Isola, Director • Gerard A. Toves, Deputy Director

**Lourdes A. Leon Guerrero**  
*Governor*

**Joshua F. Tenorio**  
*Lieutenant Governor*

September 29, 2022

**MEMORANDUM**

**TO:** Director, Department of Administration

**FROM:** Director, Department of Labor

**SUBJECT:** Request for Amendment to Classification Specification for Labor Law Enforcement Specialist I

Buenas Director Birn:

The Guam Department of Labor is requesting an amendment to the Classification Specification for the position of Labor Law Enforcement Specialist I (LLES), specifically to the Minimum Knowledge, Abilities and Skills section.

The current specifications were developed in 1980 and were seemingly done for employees engaged in Wage & Hour investigations. For the past 30 years, the LLES position has been used for enforcement personnel in the Alien Labor Processing and Certification Division (ALPCD) for investigators engaged in monitoring the employment of H-2B workers on Guam. More recently, the position has been used for enforcement staff in the Fair Employment Practice Division (FEPD) and the Workers Compensation Commission (WCC).

The current experience requirements for the position require one year of bookkeeping experience, one year of public contact and graduation from high school. Although experience in bookkeeping for a Wage & Hour Investigator is desirable, we have found that it is not appropriate for investigators engaged in immigration related labor law, investigating discrimination cases or investigating work place injuries. We have determined that the bookkeeping requirement actually hampers the proper recruitment of persons vitally needed to enforce non-wage related labor laws.

Mailing Address: P.O. Box 9970 • Tamuning, Guam 96931

Physical Address: 414 West Soledad Avenue • Suite 808, GCIC Building • Hagåtña, Guam 96910

Telephone: (671) 475-7044/7036 • Facsimile: (671) 475-6811

American Job Center: (671) 475-7600 • 1

Website: dol.guam.gov • hireguam.com



**americanjobcenter**  
GUAM

We have found that applicants meeting the bookkeeping qualifications typically do not have the desirable skill sets to perform duties outside of Wage & Hour.

In light of the above, GDOL now petitions for a change in the LLES specifications to update the requirements to meet current needs of the Department. The change that we seek is to maintain the current bookkeeping experience, but to add alternate experience requirements which meet the needs of the multiple disciplines that a LLES may be assigned to in differing divisions. We have made very minor changes to the Illustrative Examples of Work as follows:

**FROM:**

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Conducts routine field investigations to determine compliance of laws, rules and Regulations; reports all discrepancies and makes follow-up investigations.

Assists senior specialists in compiling and reviewing payroll, time and attendance sheets, and other pertinent records.

Conducts interviews with individuals filing official complaints and employers concerned; submits reports of findings and recommendations.

Maintains records and prepares reports.

Performs related duties as required.

**TO:**

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Conducts routine field investigations to determine compliance of laws, rules and regulations; reports all discrepancies and makes follow up investigations; completes necessary forms and recommends actions on findings.

Assists senior specialists in compiling and reviewing payroll, time and attendance sheets, and other pertinent records.

Conducts interviews with individuals filing official complaints or seeking services and employers concerned; submits reports of findings and recommendations.

Maintains records and prepares reports.

Performs related duties as required.

Minimum Knowledge, Abilities and Skills section to modernize the text, but essentially leaving them the same. The suggested changes are as follows:

**FROM:**

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of bookkeeping principles and practices.

Ability to learn, interpret, and apply pertinent laws, regulations and other labor law enforcement guidelines.

Ability to learn and apply the principles and techniques of interviewing and investigation.

Ability to enforce laws and regulations with firmness, tact and impartiality.

Ability to collect and analyze data.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

**TO:**

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of bookkeeping principles and practices or general knowledge of labor laws related to high workers' compensation standards in workers' compensation programs.

Ability to learn, interpret, and apply pertinent laws, regulations and other labor law enforcement guidelines.

Ability to learn and apply the principles and techniques of interviewing and investigation.

Ability to enforce laws and regulations with firmness, tact and impartiality.

Ability to collect and analyze data.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

The suggested changes to the Minimum Experience and Training section as follows:

**FROM:**

**MINIMUM EXPERIENCE AND TRAINING:**

- (a) One year of bookkeeping experience, one year of public contact work and graduation from high school; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**TO:**

**MINIMUM EXPERIENCE AND TRAINING:**

- (a) One year of bookkeeping experience, one year of public contact work and graduation from high school; or
- (b) One year of experience in any clerical or public contact work which provides the minimum knowledge, abilities and skills.
- (c) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

The requested changes are minimal and we do not feel that it should affect pay or classification and thus no incumbent employee would be affected as all incumbents would already meet the qualifications and the job duties will not change. We have also reviewed the LLES series and find that no changes are necessary to the LLES II, LLES III and LLE Supervisor specifications.

Additionally, we respectfully request expedited handling of this request as we expect that we will be recruiting for these positions in the near future in response to unprecedented workload resulting from the Guam military build up.

Attached is a draft of the revision that we are proffering for revision. Thank you in advance for your attention and expeditious action. Should you have any questions, please contact our Administrative Services Officer, Ms. Helen Mafnas at (671) 475-7073 or via email at [Victoria.mafnas@dol.quam.gov](mailto:Victoria.mafnas@dol.quam.gov).

  
DAVID DELL'ISOLA



## CIVIL SERVICE COMMISSION POSITION DESCRIPTION QUESTIONNAIRE

### I. IDENTIFICATION

Official Position Title: <u>Labor Law Enforcement Specialist I</u>	Official Position No. _____
Job Location: <u>Department of Labor, Alien Labor Processing &amp; Certification Division</u>	
(Department/Agency)	(Division) (Section/Unit)
Name: _____	
(Last)	(First) (Middle Initial)
Pay Grade: <u>H</u> [ X ] Classified [ ] Unclassified [ X ] Position Vacant	
Supervisor: <u>Greg S. Massey</u> <u>ALPCD Administrator</u>	
(Name of Direct Supervisor)	(Title of Supervisor)

### II DESCRIPTION OF DUTIES

Duty NO. or % of Time	<p><b>ESSENTIAL FUNCTIONS:</b> Organize and list duties and responsibilities that <b>MUST</b> be performed. List duties in one of the formats below.</p> <p>(1) The daily work assignments, being with the first duty and ending with the last duty for the day.</p> <p>(2) Percentage of time and show % for each (total % equals (3) 100%).</p> <p style="padding-left: 40px;">Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only: [ ] (1), [ X ] (2), [ ] (3).</p>
30%	Conduct routine field investigations and project inspections to determine employer compliance with labor rules and regulations; documents and reports violations and makes follow up investigations.
30%	Assist in the review and monitoring of employers authorized jobsites and worker housing
15%	Conducted fact finding research into employer case files and using other government resources to support inspections.
20%	Prepare and submit preliminary reports and; maintains records on all reports submitted; assists in preparing citations for violations.
5%	Performs other related duties as required.

NON-ESSENTIAL OR ADDITIONAL FUNCTIONS: List duties and responsibilities not listed above that may be performed, as assigned.	
	Assists in the registration of H-2B workers; reviews and logs applications; takes photo ID of workers as necessary.

**III. CONTACTS:** Departments, agencies and individuals you deal with during the course of your daily activities.

A. Within your department/agency. Mark (X or ✓) one box:	
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours
<input checked="" type="checkbox"/> 15 - 50% of total working hours	<input type="checkbox"/> Over 50%
B. Outside your department/agency. Mark (X or ✓) one box:	
<input type="checkbox"/> None	<input checked="" type="checkbox"/> Up to 15% of total working hours
<input type="checkbox"/> 15 - 50% of total working hours	<input type="checkbox"/> Over 50%

**IV SUPERVISION RECEIVED:** How closely is the employee's/jobholder's work reviewed by the direct supervisor? Mark(X or ✓)one correct response.

<input checked="" type="checkbox"/>	Detailed and specific instructions/procedures received or followed for each assignment.
<input type="checkbox"/>	General Supervision - -Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
<input type="checkbox"/>	Direction - -Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)

[ ] General Direction - -Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers/administrator in large and complex organizations and to department/agency heads and their first assistants.)

V. **SUPERVISION EXERCISED:** The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
N/A		

VI. **EQUIPMENT:** List the equipment (pickup truck, welder, crane, etc.) office machines, (word processor, calculator, copying machine, etc.) or any other machines, tools devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

TOOLS/EQUIPMENT	PERCENT (%) OF TIME FOR EACH
Government Vehicle (usually 4 wheel drive)	20%
Computer	20%
Digital recording equipment (mostly camera and digital sound recorder)	20%
General office equipment (copier, computer)	10%

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**VII. JOB REQUIREMENTS**

[ ] Mark (✓ or X) here if job holder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

A. **MINIMUM QUALIFICATION REQUIREMENTS:** List the minimum experience and training a qualified applicant must have before employment.

1.	<b>WORK EXPERIENCE:</b>	List the general, specialized and/or supervisory/management work experience needed and how much (in months and/or years). If none, mark (✓ or X) "No work experience required."
[ ] No work experience is required.		
General:		
Ability to learn, interpret and apply pertinent laws, regulations and other labor law enforcement guidelines; ability to learn and apply the principles and techniques of interviewing and investigation to collect and analyze data needed to prepare reports and maintain records		
Specialized:		
One year of bookkeeping experience, one year of public contact work and graduation from high school; or		
One year of experience in investigation or enforcement work in compliance monitoring and graduation from high school; or		
Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.		
Supervisory/Management:		
If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.		
2.	<b>Formal Education or Training:</b>	Mark (✓ or X) the most applicable educational level required.
a.	[ ] Below High School - Show Number of Years	_____
b.	[ X ] High School Graduation/GED	

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c.  Vocational/Technical School

Show specific training that is required by this position.

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d.  Some College

Show number of  Semester Hours \_\_\_\_\_ or  Quarter Hours \_\_\_\_\_

Show specific courses required by the essential functions of this job.

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e. College Degree (Show major area of study required.)

Associate's: \_\_\_\_\_

Bachelor's: \_\_\_\_\_

Master's: \_\_\_\_\_

Beyond Master's: \_\_\_\_\_

3. **CRITICAL SKILLS/EXPERTISE:** List specialized skills or specialization needed to perform essential functions.

Report Writing

Use of Personal Protective Equipment

Ability to deal with persons who speak no English

4. **LICENSE, REGISTRATION OR CERTIFICATION:**  
List possession of required license, professional registration/certification needed to perform essential functions.

Driver's License

**B. MENTAL/VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS:**

1. Mark (✓ or X) the most appropriate physical requirement(s) for the job.

- Sitting      The job requires the employees to sit in a comfortable position most of the time. The employee can move about.
- Sitting      Employee is required to sit for extended periods of time without being able to leave the work area.
- Sitting/Standing/Walking:      The employee is required to sit, stand/walk most of the time.
- Climbing      Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
- Pulling and/or Pushing      The job requires exerting force up to \_\_\_\_\_ pounds on a regular basis to move the object to or away from the employees.
- Carrying      The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
- Reaching      The employee is regularly required to use the hands and arms to reach for objects.
- Stooping and Crouching      The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
- Crawling      Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
- Speaking      The job requires expressing ideas by the spoken word.
- Listening      The job requires the perception of speech or the nature of sounds in the air.
- Other      Describe the requirement.

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2. Mark (✓ or X) the most appropriate mental/visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counselors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent.  
(Select one response only)

- 25 % Indoors in a comfortable temperature-controlled environment (for instance, in an office).
- 25 % Indoors in a non-temperature-controlled environment (such as an open garage, some storerooms and warehouses, etc.)
- 25 % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- 25 % Outdoors but in an enclosed vehicle protected from extreme weather conditions.

4. Other physical working conditions.

- Mark (✓ or X) if none of the following is applicable.

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Show what percent of a typical workday this position is exposed to:

- 5 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).
- % Vibration (i.e., operating jackhammer, impact wrench).
- 5 % Noise (Exposure at a level enough to cause hearing loss or fatigue).
- % An improperly illuminated or awkward and confining work space.
- % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).
- % Lifting or carrying items of objects.

Describe item/object and weight:

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     % Heat. Describe source and degree of high temperature:

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     % Cold. Describe source and degree of cold temperature:

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     % Other hazards. Describe:

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5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.

[ ] Mark (X or ✓) if not applicable.

CONDITION	FREQUENCY OF EXPOSURE



c. **Work Schedule/Hours** - Mark (✓ or X) the most appropriate work schedule/hours for the job.

<input checked="" type="checkbox"/> Regular - - Standard Eight (8) hours daily, Monday - Friday
<input type="checkbox"/> Irregular - - Shift work - a 24-hour work operation.
<input type="checkbox"/> Regular/Irregular - - Overtime hours with overtime pay entitlement. State Purpose and Total Hours required per pay period. _____ _____ _____
<input type="checkbox"/> Regular/Irregular - - Overtime hours without overtime pay entitlement. State Purpose and Total Hours required per pay period: _____ _____ _____

The information given of this position is complete and correct.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Revised May 12, 1997

VIII. SUPERVISOR'S REVIEW


IMPORTANT: This Block To Be Filled Out Only By the Direct Supervisor.

<p>a. (1) Has the employee correctly stated his or her official payroll position title?</p> <p>[X ] Yes [ ] No</p> <p>(2) If not, what is the correct title?</p>												
<p>b. (1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate?</p> <p>[ X] Yes [ ] No</p> <p>(2) If not, what additions, deletions or corrections should be made? (refer to block and page)</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>												
<p>c. What positions under your supervision perform the same essential functions. Give name and title:</p> <table border="0"><thead><tr><th data-bbox="571 1234 639 1261">NAME</th><th data-bbox="1134 1240 1219 1267">TITLE</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	NAME	TITLE	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
NAME	TITLE											
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<p>d. Does this position require (mark one)</p> <p>[X ] Immediate supervision on a regular basis,</p> <p>[ ] Immediate supervision only for new/complex tasks, or</p> <p>[ ] Little immediate supervision.</p>												

Revised May 12, 1997

e.	Does the employee participate in (mark those appropriate) the <input type="checkbox"/> Formulation, <input type="checkbox"/> Interpretation, and/or <input type="checkbox"/> Application of Agency/Department policy. Give examples: <hr/> <hr/> <hr/> <hr/>
f.	The employee (mark one) <input checked="" type="checkbox"/> Performs routine, well-defined tasks, <input type="checkbox"/> Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or <input type="checkbox"/> Performs complex tasks requiring extensive knowledge of Agency's/Department's work.

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes of their implementing regulations.

  
 Greg S. Massey  
 Signature of Immediate Supervisor

9/29/22  
 Date

  
 DAVID DELL'ISOLA, Director  
 Signature of Department/Agency Head

9/29/22  
 Date  
 Revised May 12, 1997

**IX.**

**Human Resources Office Review:**

**Date:** \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Position Title Name

Classification Correct: [ ] Yes [ ] No

If not, corrective action taken: (Attached copy of review made)  
\_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_  
Personnel Services Administrator Date

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**Civil Service Commission Post-Audit:**

**Date:** \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Position Title Name

Classification Correct: [ ] Yes [ ] No

If not, corrective action taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Revised May 12, 1997