



PROCEDURES

The Job Study Process – Requesting a Job Study

Each year, agencies submit numerous job title and pay increase requests to the Compensation Division. The nature of these requests vary greatly in that they may involve the creation of new titles, editing of job specification verbiage, title changes, pay level changes, pay mechanism changes, as well as changes to the minimum qualification requirements.

Requesting a Job Study

The [job study request form](#) is the official document required to request the study of a job series. The DOA Budget Office Funding Certification Form and detailed instructions regarding each portion of the Job Study Request Form are included within the body of the request form. In addition to these forms and the instructions within, proposed job specifications and organizational charts representing current and proposed organizational structures should be submitted. Job specifications should be submitted in a digital format (via disk or by email to the agency's Compensation consultant).