

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT - PERSONNEL COMMISSION

DESK AUDIT REQUEST FORM

This desk audit request form is available to current District employees who believe that they are performing duties inconsistent with their job description and would like their current position reviewed. Please submit completed forms to the Personnel Commission office to the address indicated at the bottom of this form or you can email it to Tamara Booker at tamara.booker@sbcusd.k12.ca.us.

Please be advised that if it is determined that there has been an accretion of duties over a period of two (2) years (or longer), the employee will need to fill out the Position Description Questionnaire (PDQ) (long form) found online. The application submission window for the PDQ is from January 1st – March 1st.

Name: _____ Employee Number: _____

Classification: _____

School Site / Department: _____

Work Hours / Months: _____

Name and Title of Immediate Supervisor: _____

Length of Time in the Present Position: _____

If you are a supervisor or manager:

Name(s) of unit(s) you supervise: _____

Total # of employees you supervise: _____

Please respond to the following questions. Be very organized, thorough, and concise when defining current responsibilities. Please use additional paper if necessary.

Briefly summarize what you do. What are the primary work outputs you are responsible for producing?

PERSONNEL COMMISSION

1525 W. Highland Ave., San Bernardino, CA 92411 • (909) 381-1280

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Please describe the reason(s) you are requesting that a desk audit be conducted.

Please list the duties that you are being required to perform that you believe are inconsistent with your classification description. Include the length of time since you began performing such duties.
