

ACCRETION INFORMATION FROM MANAGERS

Management is responsible for summarizing information detailed below. This information may be provided in memorandum form if desirable. The accretion action must be approved by the top level Site Competency Manager or his/her designee.

Employee Information

1. Name:

2. Classification of Current Position:

3. How long has the incumbent been performing the current work assignment?

4. If there are other employees in the same organization at the same grade level, why has this position grown in grade worth while the others have not?

Position Information

1. Identify the primary purpose for the current official position along with a brief description of its duties and responsibilities.

Have duties been removed from this position? If so, why? Who is performing them now (if applicable)?

2. Identify the primary purpose for the successor position along with a brief description of its duties and responsibilities.

3. Does the new position contain other significant duties or responsibilities not included in the old job?

If yes, describe them.

4. What makes the work of this position more difficult or complex than that of the position being replaced?

5. Does the position change result from the addition of supervisory or leader duties to a non-supervisory or non-leader position?

Accretion Information

What caused the increased duties and responsibilities?

CERTIFICATION

Recommendation

Based on the above information, I recommend this action be forwarded to the Human Resources Office to be processed as an accretion of duties promotion.

Recommending Supervisor/Manager

Date

Approval

Site Competency Head

Date

This form must be forwarded to the Human Resources Office along with the personnel action.

This approval will be retained with the PD as official documentation.