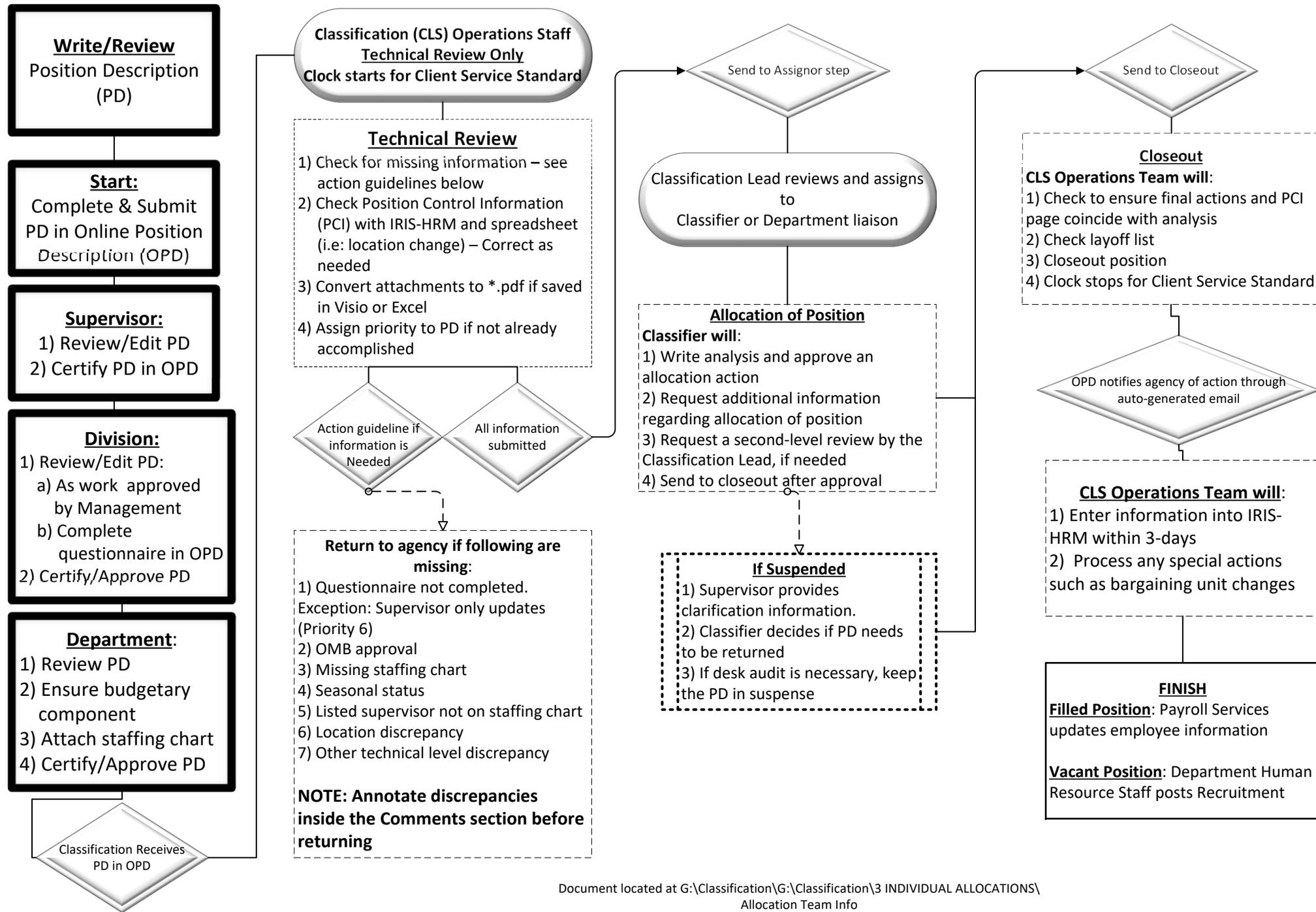


# Individual Position Description (PD) Allocation Workflow Chart

January 1, 2020



### Glossary of Terms

**Review** – analysis of duties, authority, and organizational placement assigned to position, in relation to job class specifications

**Agency** – Executive Branch Department, Board, or Commission

**Allocation** – assigning a position to a job class

**Reallocation** – allocation of a position to a different job class using a full PD

**Update** – PD noting changes in a position’s duties that did not result in a reallocation of the position