

# Job Description Update Tracking Sheet



To review, modify, and track minor, moderate, changes to non-advertised job description for Standing Rock Sioux Tribe's (SRST) Program/Departments. This form is NOT for reclassification of Job Descriptions. The updates requested by a Program/Department Director should be minor, not affect the Salary Range listed on the Job Description, or hinder compliance legally or contractually. (*ex: taking out driver license requirements for Bus Drivers.*) This process will allow Program/Department Directors a consistent monitoring of changes to their Job Description's and coincide with Department of Human Resource record.

**Program/Department:** \_\_\_\_\_ **Director:** \_\_\_\_\_

**Position Requiring Update:** \_\_\_\_\_ **Salary:** \_\_\_\_\_

<b>(#1)</b> Today's Date: _____	Date of Original Classification: _____
Salary Range: _____	Number of Requested Changes: _____
Requested Changes: _____ _____ _____	
Justification for Changes: _____ _____ _____	

<b>(#2)</b> Today's Date: _____	Date of Original Classification: _____
Salary Range: _____	Number of Requested Changes: _____
Requested Changes: _____ _____ _____	
Justification for Changes: _____ _____ _____	

*\*A copy of this document shall be provided to the Director upon completion of changes to the Job Description to be kept for Program/Department record.*

HR Office Use Only Date Stamp
(Draft #1)                      Staff Initial:

HR Office Use Only Date Stamp
(Draft #2)                      Staff Initial: