Department of Personnel Administration Classification and Compensation Division

## **PAY DIFFERENTIAL ANALYSIS**

DPA-740 (REV. 11/2006)



INSTRUCTIONS: Respond to each of these questions and return with the signed transmittal to assigned DPA analyst.

Basis For Request
Describe the reasons which support the establishment, revision, abolishment, or continuation of a Pay Differential. Describe the purpose, specific conditions, or circumstances that warrant the type of Pay Differential requested (e.g., special license or certificate, bilingual skills, work location, etc.)
Comparable Pay Differentials
Identify existing or related Pay Differentials. Discuss historical or current classification relationships. Discuss potential impact on other classes if Pay Differential approved.
Pay Differential Comment Chart
Pay Differential Summary Sheet
Complete Pay Differential Summary Sheet or "draft" Pay Differential proposal. If necessary, provide an explanation and/or justification for the criteria and applicable conditions regarding the Pay Differential.

Department of Personnel Administration Classification and Compensation Division

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For DPA Use Only  Summary of Findings/Conclusions (Provide comments elicited from Labor Relations, Department, or other entities as deemed appropriate.)  Recommendation (Explain rationale for approval or denial.)	Summary of Request
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