Department of Personnel Administration Classification and Compensation Division

SPECIAL SALARY ADJUSTMENT ANALYSIS

DPA-766 (NEW 04/2007)



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 Special Salary Adjustment (recruitment, retention/turnover, compaction, equity issue, or other management problems identified by department). Include statistical data to support the request.
Internal Colony Belation ships (Havisantal and yestical)
Internal Salary Relationships (Horizontal and vertical)
Include discussion of historical and current salary relationships.
Impact of Requested Adjustment (Horizontal and vertical impact)
Discuss salary relationships if the adjustment is approved. Attach Salary Relationship Chart.

Department of Personnel Administration Classification and Compensation Division

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External Salary Comparisons
Describe external salary comparisons, only if directly related to the issue.
Summary of Findings/Conclusions
Discuss how Special Salary Adjustment will address/resolve problem.
For DPA Use Only
Recommendation (Explain rationale for approval or denial.)