

# How to Complete the DPA Desk Audit

## SkillBrief

- Numbers 1-9 are self explanatory.
- In number 10: be sure to use the language from the definition and/or typical tasks section from the SPB job specification, from the classification that the claim is based upon.
- In number 11: construct a description of the duties that are taken directly from the SPB job specification of the higher class that add up to more than 50% of the time.
- In number 13: be specific and list more than one duty if applicable.
- In number 14: avoid listing equipment that is common, or is used by workers in lower paid classifications.
- In number 15: only list frequent contacts if it will support your claim, i.e.: frequent contacts with higher level workers, legislative staff, or higher level staff from other state agencies and/or departments.
- In number 16: be sure to be specific and avoid commonly used materials, or materials used by lower paid workers.
- In number 17: avoid listing routine or uncomplicated matters.
- In number 18: the less your work is reviewed is usually helpful. The aspect of your work that is reviewed is important, i.e.: my work is only reviewed as to form, not content; or, my work is generally not reviewed.
- In number 19: the more serious the results of an error, the better for your claim.
- In number 20: again, the more serious, the better, i.e.: claimant would not be paid, department would lose funding, etc.
- In number 21: in general, the more discretion you have, the better the out of class case will be.
- In number 24: only list examples that go with and is/are part of the higher-level duties.
- In number 25: be specific and only list something that is directly related to the duties of the higher-paid classification.
- In number 28 and number 29: it is crucial to get the Supervisor (s)/Manager's agreement/support.

Once the desk audit is handed to the Supervisor, you have begun the out of class grievance process and you must adhere to the out of class grievance procedure found in Article 14.2D, 14.2.17D (Unit 17) and 14.2.21D (Unit 21) of the MOU. You must file the formal out of class grievance with the desk audit attached within 21 days from the date it was given to your Supervisor. Exception: note for Unit 21: Out of Class grievances must be filed within 60 days.