



Career Service Authority  
Denver's Human Resource Agency  
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**CSA Classification Approval Form for  
Position Changes and New Positions**

When an agency downgrades, upgrades, or creates a new position, the agency must contact CSA Classification Section to have the position accurately classified. Budget and Management will not process any justification that involves a downgrade, upgrade, or creation of a new position if this form is not attached.

The agency needs to provide CSA with a list of duties and responsibilities that will be assigned to the position and an organization chart. After the appropriate classification is determined, CSA staff will notify agency staff with the following approval form to be sent to Budget & Management along with the justification form.

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Date Submitted:

Position Number

Recommended Classification

Agency Contact

Agency Contact Phone/Extension

Approved Classification and Job Code

Date Approved

Signature of CSA Classification Professional \_\_\_\_\_

