**Section 610.120 Allocation**

It is the responsibility of each department head to report to the Director any significant changes in the duties of every position within the Department. At the request of a department head, or at the discretion of the Director, a survey, audit, or other similar investigation as may be deemed necessary by the Director shall be made to determine the allocation of the employee's position. After making the survey, audit, or other investigation, the Department of Personnel shall notify the department head in which the position is located of its decision as to the proper allocation of the position in question. It shall be the responsibility of the department head in which the position is located to notify the incumbent of the position of the decision of the Department of Personnel.