

Job Reclassification Request

Job Reclassification:

Job reclassification occurs when an individual's job responsibilities have substantially changed. A supervisor can request a job reclassification review if he/she believes that the position has changed in depth, responsibility and/or accountability. The following steps outline the process:

1. Supervisor completes reclassification form.
2. Supervisor submits to his/her Dept. Head/Elected Official.
3. Dept. Head/Elected Official submits to Human Resources.
4. Once received, Human Resources will provide information to appropriate parties to review the reclassification request with comparable positions and look at possible internal equity issues. Interviews with the employee and the supervisor may occur, along with physical observation of the work being done. *Substantial job changes will need to exist for reclassification of the position to occur.*
5. Human Resources will advise employee's supervisor of the outcome of the reclassification request.
6. If position is not reclassified, the process will be complete at this point.
7. If position is reclassified, Human Resources will update job description, complete Personnel Action Notice and notify the Finance Director of budgetary adjustment to be included in next fiscal budget. Supervisor will also include the budget adjustment increase when submitting annual salary recommendations.

Please complete the following. Use additional paper if necessary.

Today's Date: _____
Employee's Name: _____ Current Position Title: _____
Supervisor's Name: _____ Supervisor's Title: _____

1. Overall, how has this position changed over the past year?

2. What types of additional responsibilities have been added to this position?

(Quantity of work or length of service will not justify movement to a higher level. In order for a position to be reclassified, the employee needs to be producing work that requires more independent thinking, judgment, etc.)

3. Name other positions that you might compare this position with?

4. Has the employee received any certifications or education that allows them to take on a higher level of work or more responsibility and/or accountability? (Please note, education alone will not substantiate job reclassification)?

5. Is there any office equipment; programs or software that the employee is now required to use that demands a higher level of knowledge, skills and abilities?

6. Is there any other information we should be aware of that may help us better evaluate this position?

Supervisors Signature: _____ Date: _____

Human Resource Recommendation:

