



REQUEST FOR POSITION RECLASSIFICATION FORM

Occasionally, there are increases in the duties and responsibilities of an incumbent which warrant a revised job description and which may result in the assignment of a higher job evaluation and salary range. Reclassification is the recognition through evaluation that a position should be on a different level and/or salary.

Significantly revised positions must be evaluated by Human Resources Services (HRS) in order to assign them to their appropriate levels and pay. Requests for revised job descriptions to be evaluated will be completed in a form by the appropriate supervisor and/or unit administrator to the Director, HRS.

Requests may be triggered by a substantial and permanent change in duties or requirements of an individual position. For a change in duties or requirements to merit re-evaluation, it should meet these criteria:

- It is a permanent change in duties -- not a special project or short-term assignment;
- The addition, deletion, or change affects a responsibility that constitutes a significant portion of the job (=>50%); or
- The duties which are added, deleted, or changed is substantially different in level and type from the balance of the job duties so that it seems reasonable that the changes would affect the evaluation of the job on one or more job evaluation factors.

The appropriate supervisor or department head should fill out the form below, get the appropriate signatures and attach it in the email to the Director, HRS along with copies of the proposed job description and old job description. Any proposed changes must be highlighted in red font.

Section 1: Reason for Request (justification)

Section 2: List additions (only key ones)

Section 3: Signatures

X

Unit Administrator

X

Senior Administrator

X

Administrative Officer, if required

X

Director, HRS