



# Reclassification Request

## To Request a Position Reclassification

### SECTION I: SUMMARY OF RECLASSIFICATION REQUIREMENTS

Position reclassifications can be requested by a department head when there has been a significant change or increase in job duties and responsibilities (change or increase > 50% or more) due to changes in the organizational structure, work and outputs, staffing requirements, or the use of and/or advancement of technology.

### SECTION II: POSITION DETAILS

<b>Current Position Title:</b>	<b>Proposed Title:</b>
<b>Current Grade:</b>	<b>Proposed Grade:</b>
<b>Current Step:</b>	<b>Proposed Step:</b>
<b>Has this position been reclassified in the last five years?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### SECTION III: EMPLOYEE INFORMATION

<b>Employee Name:</b>	<b>Employee Department:</b>
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### SECTION IV: JUSTIFICATION FOR REQUEST

**Provide a list of job duties, responsibilities, and/or outputs that are new for the proposed position.**

### SECTION V: JOB DESCRIPTION

<b>Brief Summary of Job:</b>
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**SECTION V: JOB DESCRIPTION (CONTINUED)**

**Essential Duties and Responsibilities:**

**Required Education/Experience:**

**Required Knowledge, Skills, and Abilities:**

**Physical Requirements:**

**Certifications or Licenses Required:**

*Department Head Signature*

*Date*

**TO BE COMPLETED BY PERSONNEL**

**Date Received?**

**Approved?**

Yes

No

To Be Completed If Approved

**New Position Title:**

**New Grade:**

**New Step:**

**Effective Date:**

*HR Director*

*Date*