

**Reclassification** may occur when the duties and responsibilities assigned to a position change substantially. This change may be the result of reorganization, new programs/functions, and/or changes that evolve over a period of time.

**NOTE: Reclassifications are normally implemented in June and December of each year. Requests must be received at least six weeks prior to implementation dates.**

The following information is provided to assist you in the process of requesting a reclassification review.

### GENERAL INFORMATION

The classification process is based upon securing facts about each job in an objective and accurate fashion to provide a consistent method for establishing comparable levels of classifications in a fair and equitable manner. The information you provide will serve as the basis upon which an appropriate classification of an existing position will be made.

In order to understand how a job is classified, it is important to know what things count in classifying jobs and what things do not count. Length of service, volume of work or such personal traits as exceptional qualifications, personality, financial need, relative efficiency, etc. carry no weight in determining how job is classified. It is also important to keep in mind that it is the job which is classified, not the employee.

The things which do count in classifying a job include the nature of work, difficulty, and degree of responsibility. Other important factors are the diversity of work, discretionary authority, supervisory responsibility, and degree of supervision received. Of equal importance are equity considerations, i.e. jobs with similar levels of responsibility tend to be classified the same.

Finally, it is important to remember that the goals of the Civil Service Position Classification System are to insure internal pay equity and establish salaries that are competitive in the marketplace.

### REQUESTING A RECLASSIFICATION REVIEW

- # Revise Position Description.
- # Complete Reclassification Questionnaire and obtain Budget and Budget Review Officer's signature.
- # Revise organization chart.
- # Submit originals of Position Description, Reclassification Questionnaire and Organization Chart to the Office of Human Resources, Box 15.

The above materials will be reviewed and if additional information is needed, a field audit will be conducted. If it is determined that it is not appropriate that the position be reclassified, you will be informed of the reasons for retention. If the request is approved, you will be contacted and must at that time complete a Change of Status Form (OHR 200 or 220). **Prior to implementation, funding must be approved by the Budget Office.**

Following budgetary approval, the supervisor, the incumbent and the Budget Officer will be notified. If the reclassification results in a salary change, it will become effective at the beginning of the next pay period following final approval.

**Why did these significant changes in duties occur necessitating this reclassification request?**

**What benefits does the department expect to derive from these changes?**

**Has anyone been performing these duties (now or previously)? If so, list their name, title, and an explanation of why the duties are being reassigned.**

Supervisors Signature \_\_\_\_\_ Date \_\_\_\_\_

Budget Officers Signature \_\_\_\_\_ Date \_\_\_\_\_

Budget Review  
Officers Signature \_\_\_\_\_ Date \_\_\_\_\_

(continue to next page)

**RECLASSIFICATION QUESTIONNAIRE**  
(To be completed by immediate supervisor)

Department \_\_\_\_\_ Date \_\_\_\_\_  
Current Class Title \_\_\_\_\_  
Position No. \_\_\_\_\_ Incumbent \_\_\_\_\_  
Supervisor's Name & Title \_\_\_\_\_

<b>% OF TIME</b>	<b>NEW DUTIES AND RESPONSIBILITIES: Include only the duties and responsibilities that have been added/changed since last review.</b>