

A request for position reclassification may be initiated by an employee or a manager/supervisor due to reorganization of existing positions, to adjust for reallocation of duties from an unfilled vacancy(ies), or to reflect higher level duties proposed by a division vice president. Requests must be processed on the form available from the Division of Human Resources (CO-316) and a job description and organizational chart must be attached.

When completed, the request must be signed by the employee or manager/supervisor requesting the action and submitted for review as follows:

1. Manager/Supervisor (for requests initiated by employees)
  2. Department Director/Dean
  3. Division Vice President
  4. Reclassification Committee/Vice President for Human Resources  
(Committee membership: Vice President for Human Resources, Director of Employee Relations, Director of Unclassified Staffing and Director of Classified Staffing)
  5. Budget Office
1. The manager/supervisor will consider requests by employees and indicate his or her recommendation or non-recommendation.
  2. The department director/dean will consider the request and indicate his or her recommendation or non-recommendation.
  3. The division vice president will consider the request and indicate his or her recommendation or non-recommendation. In cases of recommendation, the signature of the division vice president certifies that he or she has reviewed the requested position reclassification and determined it to be the most effective and efficient means available to achieve established goals and objectives for the division.
  4. The Reclassification Committee will consider the request and will issue a statement as to consistency of the proposed duties and responsibilities with classification standards for the requested title.
  5. The Budget Office will review and verify source of funds. The representative's signature certifies that he or she has reviewed the requested position action and verified that a source of funds has been approved by the division head to provide for the salary expense to be incurred by the action. The form will include the annual salary difference and the source of additional funds in the current and the next fiscal years.
  6. The Vice President for Human Resources, upon positive action by all prior steps in the process, shall review the request and make the final determination.