

Reclassification Process

To apply for reclassification of a position to a higher title, please submit the following items:

1. Reclassification Request form and Budget Request Form
2. Organizational chart for your department
3. Original job description for current title
4. Description of work currently performing, clearly indicating the new responsibilities different from original job description*
5. Justification statement: why the reclass is warranted (base this on the increased duties and the scope of responsibilities)

Please note that the reclass can be submitted with or without the supervisors approval initially. At the appropriate time, the Division of Human Resources will contact the supervisor or manager for more information.

*Very important