



DEPARTMENT OF HUMAN RESOURCES

POSITION RECLASSIFICATION FORM Revised: 1/23/19

Attach current and proposed job descriptions and include a cover letter addressing the contributing factors why this position should be considered for reclassification.

Department: _____ Position vacant? Yes No, Employee in position: _____

Current Position Title: _____

Current Annual Salary: _____ Current Band: _____ Exempt Non-Exempt

Recommended Title: _____ Recommended Salary Range: _____

Reason for Re-classification: _____

Director/Department Head Signature: _____

Dean/Executive Director Signature: _____

Senior Vice President Signature: _____

Financial Affairs: _____

**BUDGET INFORMATION (For Re-Classification or New Position request)				
	Budget Department Name	Account Number	Financial Impact	Distribution %
<i>This year</i>	1)	1)		1)100
	2)	2)		2)
<i>On-going</i>	1)	1)		1)100
	2)	2)		2)

Please succinctly explain the needs of the university this position will fulfill below. Any additional information not previously supplied to help better explain this proposed position and budgeting should be attached.

Describe the primary changes in job duties and requirements that are proposed.

Place a check mark to indicate the level of supervision this position receives (check all that apply):

- Direct and Close Supervision:** Frequent and short assignments with frequent and regular checks for progress.
- Routine Supervision:** Follows established routines with periodic checks on progress.
- Specific Direction:** Plans and arranges own work. Accomplishes assigned objectives by using a wide range of procedures. Reports status of objectives during regular scheduled meetings with supervisor.
- General Direction:** Works from University policies and general procedures. Rarely refers to supervisor, only for clarification and interpretation of University objectives. Reports atypical conditions to supervisor.
- Administrative Direction:** Works from broad policies, goals, and budgetary limits. Self-supervising, with direct accountability for final results.

Direct supervision exercised: Indicate the title of all positions which report directly to this position, the type of supervision exercised and the number of employees for each title.

There are three different types of supervision described below:

Functional: Assigns and reviews work and acts as group leader.

General: Includes functional with additional responsibility for evaluating performance & input on decisions regarding hiring and termination.

Administrative: Makes final decisions concerning promotions, salary adjustments, hiring and termination.

Title	Type of Supervision	Number of Employees
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check the box that accurately describes the level of fiscal responsibility for this position.

- No responsibility
- Maintains budget records only
- Involved in initial planning of budget and can allocate funds for some accounts.
- Responsible for the administration of budget and has final signature approval on accounts.

FOR HUMAN RESOURCES USE ONLY:		Date Received in HR: _____
\$ _____ Additional Benefit dollars based on \$ _____ salary to be taken from above accounts = 30% of new position.		
Position Title: _____		SOC Code# _____
Band: _____	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Salary Range: _____
Expected Effective Date: _____		
HR Review: _____		Date: _____