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| **Department of**  **Human Resources**  Macros Must Be Enabled -- Please Re-open and Enable | |
| **===================== READ THIS FIRST** **=====================** | |
| **Is a classification study needed?** | |
| 1. There has been a fundamental change in the type of work and essential functions of the position 2. There has been a change in lead/supervisor responsibilities 3. There has been a change in the level of authority for making operational changes or in developing, recommending, and interpreting policies and procedures 4. More complex duties have been added and less complex duties removed, or vice versa 5. There has been a change in the organizational structure or mandate that affects reporting relationships, level in the organization, amount of management review, and/or interactions | 1. The incumbent has excellent performance and is accomplishing more than other incumbents 2. The incumbent may terminate if not given a reclassification or salary increase 3. The workload of the position has significantly increased 4. The duties of the position have changed, but are similar in complexity and type 5. The incumbent has greater knowledge, skills, or abilities than are required for the position 6. New technologies/tools are being deployed to the position that require additional training 7. The position has a high level of perceived stress |
| **Yes** | **No** |

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| **Name** | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | |
| **Title** | | | |  | | **Department or Employee Organization** | | | | | |
| Click or tap here to enter text. | | | |  | | Click or tap here to enter text. | | | | | |
| **Request Purpose** | | | | | | | | | | | |
| *The classification analysis for a study relies upon sound principles of job evaluation and classification. The approach identifies classifications that reflect distinct differences in levels and types of work as determined through the use of established allocation factors and classification concepts. The results and outcomes are based on objective analysis and may or may not match the desired outcome of position incumbents, the department, or employee organization.* | | | | | | | | | | | |
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|  | **Incumbent(s) working out of classification (possible reclassification)** | | | | | | | **Complete page 2-3** | | | |
|  | **New classification / No matching classification** | | | | | | | **Complete page 4-5** | | | |
|  | **Job Specification needs to be revised** | | | | | | | **Complete page 6-7** | | | |
|  | **Compensation is too low/high** | | | | | | | **Complete page 8-9** | | | |
| *I declare all information in this request to be true and correct.* | | | | | | | | | | | |
|  | | | | | | | | | ⌫Error! Bookmark not defined. Double click! | | |
| **Signature (Department Head, Employee Representative, or Employee)** | | | | | | | | | | | |
| **Instructions** | | | | | | | | | | | |
| **Requestor** | | | A classification study may be requested by a Department Head, an employee organization, or an employee. See Personnel Rule 3010.2. | | | | | | | | |
| **Form Completion** | | | A completed Classification Study Request form is required prior to the start of any classification study. Complete this page and the pages that correspond to the Request Purpose(s) that you chose. You may choose more than one Request Purpose; please fill out all related pages. Be sure to provide specific and detailed answers to all questions. | | | | | | | | |
| **Timeline** | | | The study timeline may range from a few weeks to a year. Some of the factors that affect the length of a study are the number of classes and positions included in the study, the amount of research necessary, the extent of the recommendations, department’s shifting priorities, the length of time it takes to get information from the department and/or incumbent, the workload of the assigned analyst, and the interested parties acceptance of the recommendations. | | | | | | | | |
| **Human Resources Use Only** | | | | | | | | | | | |
| **Date Received** | | Click or tap to enter a date. | | |  | |  | | |  |  |
| **Reviewer** | | Click or tap here to enter text. | | |  | | **Target Start** | | | Click or tap to enter a date. |  |
| **Assigned Analyst** | | Click or tap here to enter text. | | |  | | **Target Completion** | | | Click or tap to enter a date. |  |
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| **Incumbent(s) Working Out of Classification** |
| 1. **Explain why the position reclassification is necessary.** |
| Click or tap here to enter text. |
| 1. **If you are proposing reclassification into another existing classification, list the target classification. If you are proposing reclassification into a new classification, complete the “New Classification” section on**   **page 3.** |
| Click or tap here to enter text. |
| 1. **List duties that have been removed from this position.** |
| Click or tap here to enter text. |
| 1. **List duties that have been added to this position, and the purpose for adding the duties.** |
| Click or tap here to enter text. |

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| 1. **Explain why any new duties cannot be performed within the existing classification or added to the existing job specification.** |
| Click or tap here to enter text. |
| 1. **If new duties are considered to be higher-level than the current job specification allows, identify any higher-level classifications that could perform the new duties. Explain why the tasks were not assigned to the higher-level position.** |
| Click or tap here to enter text. |
| 1. **List the classifications immediately above and below the position under consideration. If possible, attach an organization chart.** |
| Click or tap here to enter text. |

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| **New Classification / No Matching Classification** |
| 1. **Summarize the proposed new classification, including its duties.** |
| Click or tap here to enter text. |
| 1. **Explain why the proposed classification is necessary.** |
| Click or tap here to enter text. |
| 1. **List the knowledge, skills, and abilities that will be required for the proposed classification.** |
| Click or tap here to enter text. |
| 1. **Identify which classification(s), if any, is currently performing the duties that would be transferred to the proposed classification. Explain why the existing classification(s) cannot or should not continue to perform these duties.** |
| Click or tap here to enter text. |

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| 1. **What minimum qualifications do you believe would provide suitable applicants for positions in the proposed classification?** |
| Click or tap here to enter text. |
| 1. **List the classifications immediately above and below the position under consideration. If possible, attach an organization chart.** |
| Click or tap here to enter text. |

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| **Job Specification Revision** |
| 1. **Explain why the revisions to the job specification are necessary.** |
| Click or tap here to enter text. |
| 1. **Identify the duties, knowledge, skills, or abilities listed in the class specification that are no longer necessary for this classification. (A marked-up copy of the job specification is acceptable)** |
| Click or tap here to enter text. |
| 1. **Identify the duties, knowledge, skills, or abilities listed in the class specification that are newly required for this classification.** |
| Click or tap here to enter text. |

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| 1. **Do the changes requested apply to a significant number of positions in the classification, both in your department and in other departments** |
| Click or tap here to enter text. |
| 1. **If requesting changes to the minimum qualifications for this classification, explain the specific problems being encountered due to the current minimum qualifications.** |
| Click or tap here to enter text. |
| 1. **If applicable, what minimum qualifications do you believe would provide suitable applicants for the positions in this classification?** |
| Click or tap here to enter text. |
| 1. **List the classifications immediately above and below the position under consideration. If possible, attach an organization chart.** |
| Click or tap here to enter text. |

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| **Salary Adjustment** |
| 1. **Are there retention issues with this classification? Include retention statistics for the last three years.** |
| Click or tap here to enter text. |
| 1. **Have exit interviews demonstrated that salary issues are a significant reason for leaving this classification? Explain and provide statistics. What other issues have been brought up in exit interviews?** |
| Click or tap here to enter text. |
| 1. **If available, provide information regarding other private and public sector salaries for similar positions/classifications. Who are the major competitors?** |
| Click or tap here to enter text. |

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| 1. **If the request for salary change is based on a change in the position’s duties, explain the changes to the duties and the significance of the new duties. List the new knowledge, skills, and abilities required to accomplish the new duties. List any duties that will no longer be performed.** |
| Click or tap here to enter text. |
| 1. **List the classifications immediately above and below the position under consideration. If possible, attach an organization chart. Include salaries for the positions immediately above and below the position under consideration.** |
| Click or tap here to enter text. |
| 1. **Is there room in the budget to handle possible salary changes? Please contact the CAO’s Office for budget related questions or information.** |
| Click or tap here to enter text. |