

POSITION RECLASSIFICATION REVIEW REQUEST INSTRUCTIONS

As an employee, you may submit a request for a reclassification review of your position; or as supervisor/manager, you may submit a request for a reclassification review of a position in your department.

- (1) Complete the *Position Inventory Questionnaire* form.
- (2) Submit to your supervisor to complete the Supervisor section; and then submit to your supervisor's manager to complete the Administrator section. Finally, the Vice President, President or Vice Chancellor must review and sign.
- (3) Submit completed *Position Inventory Questionnaire* to the HR Classification Specialist.
- (4) Also submit a current and proposed department organization chart.
- (5) A completed *Position Inventory Questionnaire*, with all required signatures, and supporting documentation must be submitted to HR in order for the request to be considered complete.
- (6) Once all of the forms and supporting documentation have been received by Human Resources, please allow up to 90 days for a response to your request.
- (7) Following the review of the request, a letter of determination will be sent by Human Resources.

Please contact Human Resources with any questions regarding this form or for assistance.