

## Reclass a Position Form

|                                       |                        |                                  |                                |
|---------------------------------------|------------------------|----------------------------------|--------------------------------|
| <b>Position Number</b>                |                        |                                  |                                |
| <b>Current Classification Title</b>   |                        | <b>Current Job Code Number</b>   |                                |
|                                       |                        |                                  |                                |
| <b>Requested Classification Title</b> |                        | <b>Requested Job Code Number</b> |                                |
|                                       |                        |                                  |                                |
| <b>Working Title</b>                  |                        | <b>Effective Date</b>            |                                |
|                                       |                        |                                  |                                |
| <b>Org Unit</b>                       |                        | <b>Department</b>                |                                |
|                                       |                        |                                  |                                |
| <b>Supervisor Position Number</b>     |                        | <b>Supervisor Name</b>           |                                |
|                                       |                        |                                  |                                |
| <b>Location</b>                       |                        | <b>Retirement Code</b>           |                                |
|                                       |                        |                                  |                                |
| <b>FTE</b>                            | <b>Salary Class</b>    | <b>Pay Plan</b>                  | <b>Pay Grade</b>               |
|                                       |                        |                                  |                                |
| <b>Civil Service</b>                  | <b>Vets Preference</b> | <b>Background Investigation</b>  | <b>Abuse/Neglect Screening</b> |
|                                       |                        |                                  |                                |
| <b>Reason for Reclass</b>             |                        |                                  |                                |
|                                       |                        |                                  |                                |

| List of Duties |
|----------------|
|                |