



Streamlined Reclassification Form

This form is to be used for the listed approved positions only. The streamlined process may be initiated by the employee or supervisor. All signatures (except employee, if initiated by the supervisor) are required before submission. Please contact your Human Resources representative or the Bureau of Human Resources and Administration (605.773.3148) if you need assistance or have any questions.

Streamlined Reclassification Approved Positions:

- Accountant/Auditor I → Accountant/Auditor II
- Attorney I → Attorney II
- Engineer I → Engineer II
- Environmental Scientist I → Environmental Scientist II
- Nurse I → Nurse II
- Rehabilitation Counselor → Senior Rehabilitation Counselor
- Highway Patrol Trooper → Highway Patrol Headquarters Specialist
- Health Facilities Surveyor → Senior Health Facilities Surveyor
- Homemaker → Certified Homemaker
- Revenue Agent → Senior Revenue Agent
- Conservation Officer Trainee → Conservation Officer → Conservation Officer Specialist
- Land Surveyor In Training → Land Surveyor

****If you are requesting a classification that requires education and/or experience to reach the next level, you may be eligible to use the streamlined form. Please contact your Human Resources Manager for clarification.**

A. EMPLOYEE INFORMATION

Note: If you do not know your position number, please ask your supervisor, Human Resource Specialist, or Generalist. Your working title may be different than your classification.

Name		Position Number	
Employee Number		Division/Program	
Current Classification		Requested Classification	
Working Title		Supervisor's Name	
How long have you been in your current classification?			
Effective date of new classification.			
Has corresponding documentation been provided and attached?		☐ Yes ☐ No ☐ N/A	

B. EMPLOYMENT OVERVIEW

Please attach any supporting documentation you feel will assist in this reclass request when you submit this form to your supervisor.

Does the required time in current grade and certifications meet the requested grade?

☐

Yes

☐

No

Please list your education or degree below.

What additional certifications, training, and/or achievements do you have supporting this reclass?

*Please sign and date page 4. Attach any supporting documentation you feel will assist in this reclass request and then submit to your supervisor.

SUPERVISOR QUESTIONS

The immediate supervisor of the incumbent should complete the following section to the best of their ability. Upon completion, please sign on page 4 and forward the manager or director for review and signature before submitting it to BHRA for review.

Have the incumbent's duties changed? If so, how have the incumbents duties changed?
How much latitude is the incumbent given to make decisions? What types of decisions need to be referred to you or others?
How do you review and monitor the incumbent's work? Has the level of monitoring greatly decreased since the incumbent started? How much supervision is needed?
Who determines the priority of the incumbent's projects? Who establishes the time frames and deadlines?
Please state what classification you believe is appropriate for this position. Include specific reasons why you believe the reclassification is warranted.

Do you agree with the information provided by the incumbent?

☐ Yes

☐ No

Other Comments: (or if NO on prior question, please explain here)

By signing this form below, I certify that the information contained herein is a true, accurate, and a complete description of my position to the best of my knowledge. Do not sign until you are ready to submit.

If available, please use Adobe Reader or similar approved PDF program to digitally sign this document. After signing, please save a copy to your computer and email it to the appropriate people for signatures before sending it to BHR.

Employee's Signature	Signature Date
Supervisor's Signature	Signature Date
Manager/Director's Signature	Signature Date

*Upon signature, this should be provided to your supervisor immediately. They will have 30 days to submit their section and forward it to your Human Resources Manager.