

Form E - Program Improvement Request –

Reclassification

Purpose

To request consideration for reclassification of staff within your department if certain conditions apply (see below).

Reclassification - (or “job study”) results whenever a job being performed no longer matches the job description which was used to originally classify the job. Furthermore, such mismatch between *actual work* and *job description* must be the result of external factors and not a result of internal reorganization. That is, reassigning tasks within a department (unless approved in advance by Commissioners Court) does NOT constitute grounds for reclassification.

Instructions

- Submit one Form F for each position category for which a job study is requested.
- Attach a current approved job description.
- Attach a completed Position Description Reclassification Request Form located in Appendix C page 49.
- Attach an organizational chart outlining the reporting relationship of the position(s) up to the director/elected official level (see example on Appendix C).
- Contact the Human Resources/Civil Service Department (ext. 6067) for assistance, if needed, on the above.
- **Description of Changes in Work Being Performed** - detail the specific job duties the position is performing as compared to the position’s actual job description.
- **Reason/Authority for Change** - a reclassification is typically related to mandated changes in complexity, rather than change in volume. For example, a supervisor whose staff has increased in size would not normally qualify for a reclassification solely as a result of the change in the number of individuals supervised.

To complete the PIR-Reclassification, in addition to a description of the changes, the department must carefully describe the reason that a job description has changed.

PROGRAM IMPROVEMENT REQUEST RECLASSIFICATION

Department _____	Budget No. _____
Position Title _____	Position No. _____
Current Grade _____	Job Code _____
	Department Priority _____

Description of Changes in Work Being Performed

Reason/Authority for Change (see Budget Manual)

Departmental Cost Worksheet

Current Grade	Proposed Grade	
Salary	Salary	
FICA (7.65%)	FICA (7.65%)	
Retirement (11.5%)	Retirement (11.5%)	
Total	Total	
		Total Annual Impact

Staff Review and Comment