

POLK STATE COLLEGE

POSITION CLASSIFICATION REQUEST

Use this form when requesting a classification review of new position or a reclassification review of an existing position. Requests for reclassifications are appropriate when job duties or responsibilities have experienced permanent and substantial change. The information below should be completed and then reviewed by appropriate budgetary heads and submitted to the Office of Human Resources.

Requested by:

Requested Effective Date:

Current Position Title:

Existing Pay Level:

Proposed New Title, if applicable:

Proposed Pay Level:

Request due to:

College or Department changes that require a New Position

College or Departmental Changes that affect a Current Position

Change in level of responsibility or scope of the position

Significant changes in assigned work due to business or departmental needs

Departmental restructuring

Reduction in force

Other, state reason:

JUSTIFICATION: Please state the reasons for the new position or reclassification request, a summary of key responsibilities or changes to the position, and any relevant background information:

- Describe what prompted the request for a classification review. Provide any relevant background information which may have resulted in changes to the department or this position (e.g. reorganization of department, consolidation of positions, new or significantly expanded programs, college strategic plan, etc).
- Summarize the responsibilities of this position or changes to scope, complexity, impact to the department or college, decision making, authority/independence to act, consequence of error, types/amounts of resources managed, or required knowledge. Provide additional information that justifies the request or assists with understanding the need.

How does this new or reclassified position relate to the PSC Strategic Plan?

JOB DESCRIPTION (current and proposed)

Attach a proposed job description for a new position. For reclassification reviews, attach the current and proposed job descriptions for the position, after review by the appropriate organizational heads. The finalized job description will be the basis for reclassification, along with internal and external compensation equity reviews.

ORGANIZATIONAL CHART (current and proposed)

Attach a current organizational chart of the position's department, showing the relationship of the new or reclassified position to its supervisor, department head, subordinates, and peers. Any additional relevant organization charts, which would aid in the review process (e.g. *previous organizational chart in case of a re-organization or re-assignments*), should be included as well.

SALARY CHANGES/BUDGETARY IMPACT

Any proposed salary changes due to a new or reclassified staff position should be included in the submission of the review request. Be sure to include a separate sheet that outlines the overall budgetary impact due to this specific recommendations or reorganization. Include before and after change data and include the cost of benefits in calculating salary changes.

APPROVALS

Reviewed and approved by **Budget Head**

Date

Reviewed and Approved by the **Administrator**

Date

Reviewed and Approved by **Human Resources**

Date

Reviewed and Approved by **VP Admin/CFO**

Date

HR USE ONLY:

If approved, ensure the following:

- ☒ EAF
- ☒ RPAs
- ☒ Salary Schedule Changes
- ☒ Include in DBOT Report