

Procedure Title:	Funding Reclassification Requests Prior to Review by the Office of Human Resources		
Procedure Number:	DHS-110-002-01	Version: 1.0	Effective Date: Upon Approval

Signature on file in the office of the Chief Administrative Officer

Approved By: Jim Neely, Chief Administrative Officer Date Approved: June 9, 2010

Policy

Forms, etc.

Contact

History

Procedure

Step	Responsible Party	Action
1.	Division	<p>Division management submit their reclassification package requests to the Division Point Person (DPP), which includes:</p> <p>An e-mail from the manager that outlines:</p> <ol style="list-style-type: none"> a. The reason for the request and what alternatives were considered. b. How the request is to be funded. Managers should work with their assigned DPP to develop the proposed financing plan. c. The completed Classification Review Request Form, current/updated position description, and current organization chart. <ul style="list-style-type: none"> • If a <u>new</u> position, the position description requires the signature of the appointing authority; • if an existing position, it requires the signature of the incumbent (if applicable), the supervisor, and the appointing authority. d. Recommendations for new classification (optional)
2	Division	<p>Division Point Person (DPP) reviews proposed reclassification request with Division Control Person (DCP) and obtains approval. The DPP submits their reclassification package request to the Office of Human Resources Classifications Unit, which includes:</p>

An e-mail from the DPP that outlines:

- a. How the request is to be funded.
- b. The completed Classification Review Request Form, current/updated position description, and current organization chart.
 - If a new position, the position description requires the signature of the appointing authority;
 - if an existing position, it requires the signature of the incumbent (if applicable), the supervisor, and the appointing authority.
- c. Recommendations for new classification (optional).

3.	Office of Human Resources (OHR) Classifications Unit (CU)	For employee-requested reclassification requests, OHR-CU will notify the DPP for the applicable division of the request. The DPP will develop potential permanent financing options. See policy and procedures for the OHR-CU for the reclassification review process.
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Policy that applies:

[DHS-110-002](#) Funding Reclassification Requests Prior to Review by the Office of Human Resources

Form(s) that apply:

- DHS 2118 – DHS Classification Review Request Form [WORD](#)
- DHS 0105 – DHS Position Description [WORD](#)
- DHS 0105H – OHA Position Description [WORD](#)
- DAS; Budget and Management, SABRS Operations Form “Permanent Financing Plan”

Contact(s):

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Procedure History:

- **Version 1.0:**
 - 06/09/2010 (Initial Release)