

Reclassification of Positions

SCOPE

This policy applies to all budgeted positions and all classes (Civil Service and non-Civil Service.

DEFINITIONS

A budgeted position is a group of duties and responsibilities requiring the full-time employment of 1 person. A budgeted position is commonly referred to as a “job,” and is assigned a “job number.” (See AM-230-2 for complete information concerning job numbers.)

A class is an employment category comprised of positions having similar duties, responsibilities, and qualifications. The creation of a new class is necessary whenever the employee’s duties do not correspond to any existing Civil Service or non-Civil Service class.

Reclassification is the changing of the class of a budgeted position due to a change in the duties and responsibilities of the position.

REQUESTING RECLASSIFICATION OF POSITIONS

For complete information concerning the submission of position reclassification requirements, see the appropriate Administrative Manual document cited below:

- For positions in Civil Service classes: AM-230-4-2.
- For positions in non-Civil Service classes: AM-230-4-3.