

# RECLASSIFICATION APPLICATION (Classified Positions)

## Position Description

### SECTION 1. POSITION INFORMATION

Building/Department	Employee Name	Employee No.
Classification	Work Title	Date
Number of Hours	Work Year	
FLSA: Eligible for Overtime Pay?	<input type="checkbox"/> 12 mo. <input type="checkbox"/> 11 mo. <input type="checkbox"/> 10 mo. <input type="checkbox"/> 197 Days <input type="checkbox"/> Teacher Days <input type="checkbox"/> Student Days	
<input type="checkbox"/> Yes <input type="checkbox"/> No		

### SECTION 2. POSITION PURPOSE

Briefly describe the overall purpose of the position and how it functions within the organization unit.

### SECTION 3. ORGANIZATION CHART

Next Level Class Title	<div style="border: 1px solid black; width: 200px; height: 30px; margin: 0 auto;"></div>		
Supervisor's Class Title	<div style="border: 1px solid black; width: 200px; height: 30px; margin: 0 auto;"></div>	Class Titles of Those Directly Supervised by Employee and the Number of Employees in Each Class Title	Brief Summary of Responsibilities of People Supervised
<b>Subject Position Class Title</b>	<div style="border: 1px solid black; width: 200px; height: 30px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 200px; height: 30px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 170px; height: 250px; margin: 0 auto;"></div>
Class Titles of Other Jobs Reporting to the Same Supervisor and the Number of Employees in Each Class Title.	<div style="border: 1px solid black; width: 200px; height: 30px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 200px; height: 30px; margin: 0 auto;"></div>	
	<div style="border: 1px solid black; width: 200px; height: 30px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 200px; height: 30px; margin: 0 auto;"></div>	
	<div style="border: 1px solid black; width: 200px; height: 30px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 200px; height: 30px; margin: 0 auto;"></div>	
	<div style="border: 1px solid black; width: 200px; height: 30px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 200px; height: 30px; margin: 0 auto;"></div>	
	<div style="border: 1px solid black; width: 200px; height: 30px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 200px; height: 30px; margin: 0 auto;"></div>	

**SECTION 4. DUTIES AND ACCOUNTABILITIES**

**List major duties or accountability areas. Note percentage of time spent on duties or accountabilities. If this is an existing position, check (✓) which duties/accountabilities are new.**

% of Time	New? (✓)	Duties/Accountabilities

**SECTION 5. AUTHORITY**

**Indicate examples of nature and type of authority which the position exercises.**

Matters **Submitted to the Position** for Approval

Item	Submitted by

Matters which the Position Incumbent **Submits or Refers to Others** for Approval

Item	Submitted by

**SECTION 6. KEY RELATIONSHIPS/WORK CONTACTS**

**With whom, outside of co-workers in the work unit, must this position regularly come in contact and for what purpose?**

Person or Organization Contacted	Purpose	Frequency

**SECTION 7. MENTAL DEMANDS**

**Specifically describe or give an example of the part of the position that requires the greatest amount of thinking analysis and training.**

**SECTION 8. PLANNING**

**Specifically describe or give examples of the kinds of planning required for the position.**

**SECTION 9. JOB RELATED DECISION-MAKING**

**Describe the kinds of decisions likely to be made by the position. Indicate effect of these decisions when possible.**

\_\_\_\_\_  
**EMPLOYEE SIGNATURE (if position is filled)**

\_\_\_\_\_  
**Date**

**SECTION 10. SUPERVISOR REVIEW**

**What do you consider the most important function(s) of this position?**

**Comment on the accuracy and completeness of position description. Add any items that are missing and/or will help in fully understanding the position.**

\_\_\_\_\_  
**SUPERVISOR SIGNATURE**

\_\_\_\_\_  
**Date**