

	STANDARD OPERATING PROCEDURE <small>State Form 39870 (R/S-06)</small>	Reference Number HMR-025
	Subject Reclassification of Department Personnel/Positions	
	Special Instructions Replaces HMR-025 dated June 3, 2008	Effective Date March 1, 2015

I. PURPOSE

Establish guidelines for the reclassification of Department personnel or positions.

II. POLICY

When a Commander perceives that an employee or position is misclassified as a result of reorganization or a change in duties and responsibilities, a request for reclassification shall be processed as outlined in this procedure.

III. PROCEDURE

- A. Definition of Reclassification – The change of an individual position to a different classification normally resulting in a salary change.
- B. Commanders initiating such requests shall contact the Human Resources Division to obtain a copy of the “Job Analysis Questionnaire”.
- C. Employees being considered for reclassification shall complete the employee’s portion of the questionnaire and submit it to their immediate supervisor for appropriate comments.
- D. The Commander shall forward the following documents to the Human Resources Division, through channels:
 - 1. The completed “Job Analysis Questionnaire”;
 - 2. An organizational chart showing the relationship of the position in the Division, Area, District, Section, etc;
 - 3. A new or updated job description completed in the proper format ([HMR-022 Official job Description](#)); and
 - 4. A memorandum containing the justification for the requested action.
- E. The Human Resources Division shall evaluate the request using the Benchmark Guide Chart System, coordinating with the Fiscal Section to determine budget impact and through the appropriate Assistant Chief of Staff making a recommendation to the Superintendent for consideration.
- F. If it is determined that the request is not justified, the employee shall be notified of the results through channels.

G. If the request is justified, the Human Resources Division shall prepare a request to be submitted to the State Personnel Department and the State Budget Agency for approval.

H. If the employee's position is authorized to be reclassified, the following shall apply:

1. When a reclassification is approved and a promotion will result, the employee's Commander shall decide if and when to submit a recommendation for the employee to be promoted to the Superintendent. The effective date of the promotion shall be determined by the Superintendent.

2. If the position is reclassified and a pay raise will not result, the effective date of the reclassification shall be on the date established by the State Personnel Department.

I. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.