

LAKELAND COMMUNITY COLLEGE

REQUEST FOR POSITION RECLASSIFICATION

Employee Name: _____ Date: _____

Current
Position Title: _____ *Current*
Pay Grade: _____

Department: _____ Supervisor: _____

Instructions for requesting a position classification review:

- Request a copy of the current job description on file in the Human Resources Department.
- Review the job description and using a RED ink pen: **1)** draw a line through duties or tasks that have been eliminated; **2)** add a description of duties or tasks that have been added or revised; **3)** add a description of changes to the knowledge, skills, and abilities required as a result of the new duties or expanded level of responsibility.
- If you would like to further explain your reasons for requesting a reclassification, you may include a narrative with this completed form.
- Answer the questions below (side one of this page) and submit the completed form and revised job description to your supervisor for his/her information and acknowledgement of the request no later than March 31st.

1. If you hold the same position title and classification as others in your department, is your position the only one that has experienced the changes you noted in the job description? Yes No

2. Why did your job duties change? For example, was it due to a new program or service being offered?

3. When did these changes to your position occur or take effect? _____

4. Are the changes that occurred, the result of standard advances in the field or in the technology used to do the work? Yes No

5. Are there other positions within the College that you compare yours to and if so, which are those?

Acknowledgement of request:

Supervisor _____ Date: _____

Director or Dean _____ Date: _____

Vice President: _____ Date: _____

Human Resources Notes:

Summary of Human Resources Recommendation:

No change

Change to:

Proposed Title: _____

Proposed Pay Grade: _____

Prepared by: _____

Human Resources Representative

Approval of the Reclassification:

President: _____ Date: _____