

Instructions for Reclassifying a Position

Submit the following to your Human Resources Service Team Consultant:

1. A memo stating the reasons or conditions that resulted in the significant changes in duties being performed in the position.
2. A Job Analysis Questionnaire (<http://www.hr.utah.edu/comp/forms/>) completed by the employee in the position or have their signature of approval which includes the average percent of time the employee spends performing each duty.
3. A completed and signed Supervisor's review form.
4. A Department Organization Chart (<http://www.hr.utah.edu/forms/lib/org.jpg>) that illustrates how the position being reclassified fits into the department or work unit. The department organization chart should include the name of each incumbent, the job titles and grades of each position in the department or work unit.
5. An updated resume from the incumbent.