

POSITION RECLASSIFICATION GUIDELINES

1. Elected Officials and Department Heads requesting the reclassification of a position must complete a Personnel Adjustment Request Form, and must attach a copy of the current job description for the position and a copy of the new/proposed job description for the position. Additional supporting information to assist in the classification determination may be attached.
2. A reclassification request should only be initiated whenever there is concern that an employee is being asked to perform work that falls outside of his/her job classification on a permanent basis. This normally occurs when an employee has been performing duties and responsibilities that are significantly different and more complex in nature or level to those originally assigned for an extended period of time.
3. A change in duties and responsibilities of a position may or may not result in a change in classification and/or salary. Sometimes new duties are found to be at a different level of difficulty and responsibility, but may not result in a reclassification because they are reasonably related to the current classification. A job description contains a list of the "typical duties" assigned to a classification and does not preclude the assignment of other duties. An employee may not refuse to perform a duty simply because it is not listed on the job description.
4. An incumbent in a position that is reclassified to a higher classification must be eligible for appointment to the higher classification and must meet the minimum qualifications that are required.
5. Reclassification requests are first reviewed individually by the Department of Budget and Management and the Department of Human Resources. The Department of Budget and Management will review the duties and responsibilities of subject position and compare them to other similar positions to assess alignment of position titles, salaries, and minimum qualifications such as education and experience. The Department of Human Resources will review the current and the proposed job descriptions to determine if there are substantial differences in duties and responsibilities, and may conduct a job audit to determine the correctness and appropriateness of the proposed job description. These two departments will make recommendations to the Classification Committee.
6. The Classification Committee will review the recommendations and any other information provided by Budget and Management and Human Resources, and the Committee will submit a recommendation to Commissioners' Court. Generally, incidental, infrequent or emergency assignments will not be considered in reclassifying positions.