

## Classified Employee Classification/Reclassification Request Questionnaire

**Must be submitted to Human Resources and Development by December 30<sup>th</sup>**

Request submitted by:

Employee \_\_\_\_\_ Supervisor \_\_\_\_\_ Administrator \_\_\_\_\_ Asst. Superintendent of Human Resources \_\_\_\_\_

Name: \_\_\_\_\_

Classification: \_\_\_\_\_

Site/Department: \_\_\_\_\_

Date Employed in Current Position: \_\_\_\_\_

**Position requesting to be reclassified to:** \_\_\_\_\_

**Instructions:** On a separate document, type the answers to all of the questions listed on this questionnaire. Describe the work; use your own words but make your description sufficiently clear so that anyone reading this can understand exactly what duties are performed by the individual in the position. To accomplish this you must explain the activities and tasks in detail. If the tasks follow a regular sequence, describe them in that order.

1. Description of activities. (Describe your work, use your own words but make your description sufficiently clearly so that anyone reading this can understand exactly what duties are being performed.)
2. List equipment/machines operated.
3. (a) List the employees supervised, including their job title.  
  
(b) Do the employees in this position participate in the formal performance appraisal (evaluation) of those listed above?
4. Explain how and from who the work is received (how assigned, how frequently, etc.).
5. Explain how the work is reviewed and by whom (how reviewed, how frequently, etc.).
6. Describe the kinds of decisions made. Indicate whether these decisions are final, preliminary, or general input.
7. What serious mistakes could be made in the work if the employee were not careful? Explain how they would be found, by whom and what the consequences could be to the District.
8. How long has the work been substantially as described above?

9. Identify in detail any significant changes in the nature of the duties performed since the individual(s) commenced employment in the position and for each significant change identify the date that it commenced.
10. List any tasks and activities that have been consistently assigned that are not in the job description.

I hereby certify that the statements made are accurate and complete to the best of my knowledge.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Site/Dept. Administrator (acknowledges receipt only):

\_\_\_\_\_  
Administrator's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SUPERVISOR REVIEW FORM

Please complete the answers to the questions below on a separate sheet of paper. Please staple to the "Classification/Reclassification Request Questionnaire" and forward to Human Resources.

<b>Name of Supervisor:</b> _____	<b>Date:</b> _____
<b>Name of Employee:</b> _____	<b>Current Classification:</b> _____

PLEASE CAREFULLY REVIEW THE ATTACHED RECLASSIFICATION REQUEST QUESTIONNAIRE COMPLETED BY THE EMPLOYEE OR OTHER INDIVIDUAL REQUESTING RECLASSIFICATION. PLEASE IDENTIFY ANY STATEMENT WITH WHICH YOU DISAGREE AND PROVIDE THE CORRECT INFORMATION. PLEASE PROVIDE THIS INFORMATION ON A SEPARATE PAPER TO BE ATTACHED TO THIS FORM.

*Please provide your comments to the questions below from the following perspective: has this employee been consistently performing significant tasks over and above those called for in his/her current job description and, if there has been a change in duties was this done unilaterally, or due to your specific direction?*

1. Has there been a significant change in any of the following areas? If yes, please fully identify the nature of the change and when the change commenced.
  - a. Relationships with people including the extent and difficulty level of contact with other employees, parents and members of the public.
  - b. The amount and nature of discretion the position requires the employee to exercise and the impact such exercise of discretion has upon the school and the District.
  - c. Size of the organizational unit the position is assigned to.
  - d. The supervisory responsibility, if any, assigned to the position.
  - e. The level of responsibility and accountability, including the consequence of error.
  - f. Analytical ability and required originality.
  - g. Complexity and difficulty of work.
  - h. Knowledge, training, and skills required.
  - i. Observation of work procedures and a study of related positions.
  - j. Onsite audit with the employee and the supervisor.