SOUTHWEST MINNESOTA STATE UNIVERSITY

Human Resources Internal Procedure

Reclassification of Classified Positions

A position in the Classified Service may be reviewed for a change in its assigned classification. Any changes in classification of a position are based on changes in a job description. If these changes are gradual over a period of time, the change in position classification is called a "reallocation." If the changes are due to reorganization of work unit, or an abrupt change in duties, the change in position classification is called a "change in allocation."

To request a review for proposed reclassification, the following procedure should be used.

1. Present position description on file should be reviewed and revised if necessary.

2. The job description should be submitted with an organizational chart to Human Resources. A cover memo from the supervisor should indicate a request for review of the position and proposed classification. This cover memo should also describe changes that have occurred in the job description.

3. Human Resources will prepare a recommendation and submit the job description to the MnSCU Staffing Division for review of the position.

4. The results of the MnSCU Staffing Division review will be communicated to supervisor and employee as soon as those results are received by Human Resources.