

University of Idaho Staff Reclassification Request Form and Questionnaire

Once complete, this information should be uploaded into PeopleAdmin by the manager or AAC

Employee name: _____

Employee telephone and email: _____

V number: _____

PCN number: _____

Department: _____

Location if other than Moscow: _____

Supervisor name: _____

Supervisor telephone and email: _____

Current Classification Group Title and Grade: _____

Current Position Title (working title): _____

Date Submitted to HR: _____

Note:

Supervisor is responsible for the following:

- To ensure that the information provided is accurate.
- To secure funding approval in advance of the reclassification request. A one level change typically means an increase between 5% and 12%.
- The supervisor should follow whatever approval process their Dean or Vice President chooses to implement for that division. HR will not monitor or review these approvals but will submit the packet and relevant information to the Vice President a reclassification is warranted. We encourage supervisors to make sure the related VP is aware of the request.
- Ensure the incumbent meets the minimum qualifications.

Reclassification Questionnaire

Position

Please answer the questions **on a separate page** and include the title and name of the incumbent for the position under review.

1. Position Changes

Summarize the major additions and subtractions of duties addressing the following areas:

- List the specific duties that have been added. Indicate if these duties were performed by anyone else in the past.
- Indicate when these duties were added on a permanent basis and how long they have been performed by this position.
- Describe how the level of complexity of the position has changed.

Responsibility, Decision Making Authority and Problem Solving

Describe the changes to problem solving and decision making authority by addressing the following areas:

- What common problems, issues, or situation does the incumbent face and how often?
- What tools are used to resolve problems or make decisions?
- What are one or two realistic potential impacts of a poor decision?
- Does the position now impact a broader audience? If so, who and in what way?
- Describe how the resource and budget responsibility has changed.

2. Qualifications

Describe any minimum qualifications (experience, skills, knowledge, certifications, and education) that have changed as result of these changes

- Confirm that the incumbent meets the minimum qualifications as outlined.

Note, HR will review and determine minimum qualifications to comply with applicable laws, regulations and internal consistency. HR's adjustments will likely not negatively impact a classification level determination.

3. Management Responsibility

Describe changes in level of management responsibility or authority if appropriate.

- Does the position now supervise, directly or indirectly, more or different people?

4. Additional Information

List any additional information relevant to helping people better understand the position and new duties