Reclassification Process

Job duties may evolve over time without requiring a change in title. Some questions to think about if you are requesting a reclassification:

- How has the position changed?
- Is it more complex?
- Does the number of additional duties sufficiently justify the need to reclassify the position?
- What is the impact of this position on the mission of the department, college, or university?

To reclassify a position:

- First, verify the employee’s eligibility – reclassification requests may only be made for employees in a classified or A&P title.
- Compare the employee’s current job description and compensation to the job description and compensation of the desired position.
  - Consult the Compensation Administration System for the following:
    - Job description via the job code system link to determine a best fit for the new job title.
    - Compare proposed salary with University quartile ranges via the statistics by job code link.
      - 0xx job codes are not available via these links – consult with the COE HR Officer for recommended titles.
  - Obtain any required departmental approvals to reclassify the position according to departmental business processes.
    - The Dean’s Office requires an approval by the Chair, Center Director, or Associate Dean only.
  - Process the HR Reclassify modify document.
    - Update the purpose and functions, qualifications, and working conditions accordingly.
    - Include sufficient and thoughtful detail regarding:
      - Justification of position reclassification.
      - Justification of incumbent’s qualifications.
    - Add the following document remarks:
      - Approved by Dept. Chair/Director/Associate Dean [name] on [date].

- Once the HR Reclass modify document has reached final approval, send the reclassification confirmation letter to the employee.
  - Reclassification Confirmation (Word document) template: http://hr.utexas.edu/manager/forms/