

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Position Reclassification	<u>Number</u> 426
Related Policy:	Employment – 6Hx20-4.029	<u>Page</u> Page 1 of 1

**I. Purpose**

To provide a relative basis for comparing similar positions or classes for assignment to the salary schedule, levels, and salary ranges.

**II. Procedure**

- A. An established position may be considered for reclassification for a variety of reasons, including, but not limited to:
1. Significant changes in the duties and responsibilities of the position
  2. A redistribution of work assignments that significantly alter the duties and responsibilities
  3. Revisions in the class specification
- B. An employee or a supervisor of an employee may request a position reclassification in writing to the appropriate administrator in their supervisory channel. The appropriate administrator, at his or her discretion, may initiate the position reclassification by contacting the President to detail and justify the changes related to the position. The administrator should submit a revised draft position description to the President.
- C. After the President approves the reclassification of a position, the Director, Human Resources, will be notified of the results. The Human Resources Department will notify the supervisor of the results and, if appropriate, initiate the appropriate actions to process the reclassification and update the Human Resources system.

Responsible Official:	Director, Human Resources
President's Signature:	Date: 01/27/2023

