



## ADMINISTRATIVE PRACTICES MANUAL

### SUBJECT: REALLOCATION/RECLASSIFICATION OF POSITION

Departments may submit a request for classification review for positions whose duties and responsibilities have undergone significant changes. The following factors may indicate a need for classification review:

- Significant and permanent changes in the assigned responsibilities
- Changes in the level of complexity
- Changes in the nature of contacts with others
- Changes in the organizational impact of the position
- Changes in the level of supervision received and/or exercised
- Changes in the knowledge, skills, and abilities required to successfully perform in the position.

Factors that are not considered in classifying a position include: performance of the incumbent, longevity of the incumbent, change in volume of work, personality, or financial need.

**Reallocations** are defined in Dane County Ordinance, Chapter 18: Section 18.04; as,

"(36) Reallocation shall mean a change in salary range allocation for a position(s) or classification based on reasons of internal and/or external equity."

**Reclassifications** are defined in Dane County Ordinance, Chapter 18: section 18.04; as,

"(37) Reclassification shall mean a change in classification to which a position is assigned as a result of evaluation of the duties and responsibilities assigned to that position."

The only cause for reallocating/reclassifying a position is to maintain the classification plan as stated in Dane County Ordinance, Chapter 18, Section **18.23 CLASSIFICATION PLAN. (2) Maintenance of the Classification Plan.**

Therefore, the reallocation/reclassification policy of the Employee Relations Division will be for the sole purpose of maintenance of the classification plan.

Re-Title of position: Departments may submit requests to re-title a position if there is no change of job duties. Bilingual designations would fall under here.

Requests to reclassify a vacant position: Any vacant position that is submitted for reclassification will require a resolution to the County Board. Vacant requests must still be audited by Employee Relations first to make sure the placement request is accurate. Employee Relations will write an analysis regarding the reclass decision and submit to the department. The department will then create a resolution to abolish and re-create the position and submit it through the County Board. Once the resolution is approved the department must notify Employee Relations with a copy of the resolution.

The reallocation/reclassification process may **not** be used to do the following. All items listed below require a resolution to County Board:

- a. To create a new position seat.
- b. To take a position and split the FTE of the existing position to create two part time positions.
- c. Combine positions of the same classification that results in a budgeted position seat with 0.0 FTE. Combine positions of different classifications to increase the budgeted FTE of one classification.



## ADMINISTRATIVE PRACTICES MANUAL

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Forms Needed:

Old/New Position Descriptions (PD)  
Request for Reallocation/Reclassification Cover Memo/Letter  
Reallocation/Reclassification Request Form

**RESPONSIBILITY**

**ACTION**

- |  |    |   |
|--|----|---|
| Appointing Authority/Supervisor/Employee | 1. | When an appointing authority, supervisor or employee decides to request a reallocation or reclassification, the appointing authority must submit a cover memo/letter, the old position description (PD) and the new PD. The cover memo/letter should describe the reason for the request including: changes in department procedures, introduction of new equipment, duties (see example) and responsibilities of the position.   |
| Supervisor/Employee                      | 2. | The supervisor and employee must meet to complete the PD form. Any disagreements between the employee and the supervisor over the nature and scope of the job duties of the position being audited should be reported.  |
| Supervisor/Appointing Authority          | 3. | The supervisor and appointing authority must meet and review the PD. Any disagreements between the supervisor and the appointing authority over the nature and scope of the job duties of the position being audited should be reported.  |
| Appointing Authority/Employee Relations  | 4. | Requests are to be submitted to the Employee Relations Division by the appointing authority as stated in Dane County Ordinance, Chapter 18, Section 18.23. Requests originating from supervisors and employees will not be processed until reviewed by the appointing authority of the originating department. After review, if the appointing authority determines that the request is not warranted, he/she has the authority to deny submission. If the department does not support the request, the employee can request that a paper review of the PD and/or an on-site review be conducted by Employee Relations staff to assess whether a full reallocation/reclassification |



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#### RESPONSIBILITY

Employee Relations

Employee Relations

#### ACTION

4. audit would apply. In the case of an employee only submission, the employee would be responsible for completing the Request Form and submit without supervisory signatures.
5. The initial review of a request will be to determine if it is a reallocation or a reclassification request. The definitions used to make these determinations are contained in Dane County Ordinance, Chapter 18; Section 18.04:  
(36) Reallocation shall mean a change in salary range allocation for a position(s) or classification based on reasons of internal and/or external equity.  
(37) Reclassification shall mean a change in classification to which a position is assigned as a result of evaluation of the duties and responsibilities assigned to that position.
6. Requests are reviewed by the Employee Relations Division in the order in which they are received. Some requests may take longer to process than others because the information submitted is incomplete. Other requests may require extensive research that could include a classification study, market surveys, interviews with the incumbent or other employees in similar situations, or a field audit before a decision is reached.
7. Audit reviews will be conducted on all positions. As appropriate the audit process may include:
  - a. A review of the current class specifications and old/new position descriptions. If necessary, they will be rewritten.
  - b. Part of a position review may include a comparison to both County and non-County positions that contain comparable levels of responsibility and complexity.

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### RESPONSIBILITY

### ACTION

Employee Relations

- c. An analysis of market data may be completed to determine the comparability of Dane County's positions with other public and private employers.
  - d. Interviews with the supervisor, incumbent and other employees in similar positions.
  - e. A review will be completed to determine the impact of a reclassification or reallocation on a requesting department, other county departments and other county classifications.
8. Field audits may be conducted:
- a. If after reviewing all of the available data on a position, the Employee Relations Division staff are still uncertain of the positions duties and responsibilities.
  - b. When it is the only method to resolve a major disagreement between an employee, supervisor and/or the appointing authority over the job duties of the position being reviewed.
  - c. When the Employee Relations Division needs to validate the accuracy of information contained in a request.
  - d. To gather additional information for a classification or compensation study.
  - e. As directed by the Director of Administration.
9. After a position audit is completed, the Employee Relations Division staff responsible for conducting the audit will make a recommendation to the Department of Administration.
10. All recommendations will contain the specific rationale for the recommendation including an analysis of the job duties that led to a specific recommendation.
11. The Department of Administration will review the initial request, the justification, the audit material and the recommendation of the Employee Relations Division's staff before making a determination.



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**RESPONSIBILITY**

**ACTION**

- |                                 |   |
|---------------------------------|---|
|                                 | 12. Inform Department Head and Employee of approval or denial. Notification of approval to include title, range, step and effective date of reallocation/reclassification with copies to payroll, Department of Administration Administrative Assistant, Human Resources Specialist, Enterprise Budget Analysts, Employee Group or union. The effective date of an approved reallocation/reclassification will be the beginning of the pay period after the reallocation/reclassification was submitted to Employee Relations for review. The effective date of a reallocation/reclassification for a position in which the incumbent has submitted their intention to resign/retire will be the date upon which the position becomes vacant. |
| Employee                        | 13. If a reclassification is denied, the employee may appeal denial to County Executive within 10 days of being notified of the denial. Denials not submitted to the County Executive may not be re-submitted to Employee Relations for review until one (1) year has passed.<br><br>Denials of reallocation requests must be submitted to Personnel & Finance per section 18.23 (2)(d) of the County Ordinance.  |
| County Executive                | 14. Forward Appeal to Employee Relations who notifies the Reclassification Appeals Board.   |
| Employee Relations              | 15. Notify Employee, Department Head and Reclassification Appeals Board of receipt of appeal and set time and place for hearing.  |
| Reclassifications Appeals Board | 16. Review position description, evidence, and testimony provided by Employee, Department Head and Employee Relations.<br><br>17. Prepare decision and forward to Employee, Department and Employee Relations. The decision of Appeals Board is final.  |



SECTION: HR  
TOPIC: REALLOCATION/RECLASSIFICATION  
GENERAL  
MARCH, 2019

## ADMINISTRATIVE PRACTICES MANUAL

**SUBJECT: REALLOCATION/RECLASSIFICATION OF POSITION**

### SAMPLE LETTER REQUESTING REALLOCATION

DATE:

TO:

FROM:

RE:

I am requesting a reallocation audit of the (classification of position(s)) in the (name of department). This position should be reallocated/reclassified from its current classification to (classification the department would the position to be reallocated to if know) because of the changes and additional responsibilities that have been assumed by this position. Also include: departmental reorganization, changes in department procedures, introduction of new equipment if applicable.

As a result of (reason why changes have occurred) which occurred (date when changes occurred). I would appreciate an audit by the Employee Relations Division to determine the appropriate classification.

I have attached the old and an updated position description to assist Employee Relations' staff in the analysis. Please contact (supervisor's name) regarding specific questions pertaining to this reallocation/reclassification request.

Thank you.

Enclosure: Position descriptions (old and new)



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GENERAL  
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### SUBJECT: REALLOCATION/RECLASSIFICATION OF POSITION

#### Request for Reallocation or Reclassification Form Dane County

(To be completed by Supervisor or Employee if submitting without Department approval)

Please complete this form, attach the following completed materials, and submit to Employee Relations:

1. Reallocation/Reclassification Analysis Form
2. Updated current position description
3. Old position description
4. Memo/Letter describing the request

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

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

Recommended Classification/pay range: \_\_\_\_\_

Name of Department/Unit: \_\_\_\_\_

This request is being submitted for:  Reallocation  Reclassification  
 Lead worker  Title change

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As the Supervisor of the employee identified above, I certify he/she has been performing the duties on the attached updated position description since \_\_\_\_\_.  
month/date/year

\_\_\_\_\_  
Signature of First-line Supervisor Date

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Department Head Review:

\_\_\_\_\_  
Signature of Department Head Date

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Department Approved for ERD review  Yes  No

Reason:

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## ADMINISTRATIVE PRACTICES MANUAL

### Reallocation/Reclassification Analysis Form

(To be completed by Supervisor or Employee if submitting without Department approval)

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

Employee Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Employee submitting request without department approval: \_\_\_ Yes \_\_\_ No

Current Classification/Range: \_\_\_\_\_ Recommended Classification/Range: \_\_\_\_\_

**Position Changes:** In the left-hand column below, identify those duties and responsibilities listed in the old position description that are no longer performed by the employee. In the right-hand column, identify new duties and responsibilities not listed in the old position description. (Indicate deleted or changed duties by listing them as they appear on the position description, i.e., “A-A1. Types correspondence . . .” “B-B3. Writes general replies . . .”, etc.)

**Old Position Description**

List deleted duties:

**New Position Description**

List new duties:


In the left-hand column, identify those duties and responsibilities listed in the old position description which now constitute a lower percentage of the employee’s work time. In the right-hand column, identify those duties and responsibilities which were formerly listed in the old position description, but now constitute a larger percentage of the employee’s work time.

**Old Position Description**

List reduced duties:

**New Position Description**

List expanded duties:






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Please provide an explanation as to what caused the changes listed on page 1. **Be specific** as to how those changes occurred and in what time frame. Include such things as: departmental reorganization, changes in department procedures, advanced training of the incumbent, program expansion or contractions, introduction of new equipment, termination of other employees in the work unit, etc.

Reclassification is based on permanent and significant job change (51%) where higher level duties and responsibilities are performed to the extent that the position is better identified by a higher level classification.

Please describe each of the areas below along with examples of duties under the old and new position description

Analysis Factors	Old position description	New position description
Analytical the analytical skill required		
Authority, Independence to Act- the authority, independence or freedom to act vested in the position.		
Complexity- the complexity of the program or unit, the problems solved and the difficulty and originality involved in performing the work.		
Consequence of error- the severity and scope of the impact of errors made in the course of work.		
Decision-making- the decision making skill required.		
Impact- the impact an employee has on others within and outside the organization. This factor considers the importance and frequency of interaction with various individuals or groups, as well as the effect of these interactions on the department and the institution.		
Knowledge- the depth and importance of knowledge necessary to perform the work. The application of concepts, principles, and practices from professional disciplines is considered, as is the amount of work experience normally required to perform the duties of the position. The extent to which the knowledge of organizational policies and procedures is required may also be taken into account.		



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Resource management- responsibility for human, financial, space, facilities, information, and material resources.		
Scope and Impact- the scope, or impact that an individual exercises at varying levels within and across the organization. Impact relates to how influential the position is within the organization based on the decision and recommendations rendered.		

What other classification titles do you think may be comparable to this position?

If possible, please provide the name of another employee, within the Dane County system whose position compares favorably with the position of the incumbent. This can be an important aid in reaching a classification decision.

Name	Classification
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Signature of Direct Supervisor	Signature of employee if submitting on own
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