

RECLASSIFICATION / JOB ANALYSIS FORM
(To be completed by Supervisor)

Employee Name:

Department:

Current Class Title:

Proposed Class Title:

Instructions: On a separate form, for items 1 through 4, identify the changes to the position description for each of the areas listed below. For item 5, please provide specific information regarding why these changes occurred and during what time period. Include factors such as: department reorganizations, changes in department procedures, program expansion, introduction of new equipment or technology, etc.

1. **Deleted Duties:** Identify duties and responsibilities listed in the old position description that are no longer performed by the employee. Reference the deleted duties by listing them as they appear on the old position description. (Example: A2. Plan and schedule meetings; B7: Maintain personnel files.)
2. **Reduced Duties:** Identify duties and responsibilities listed in the old position description that now constitute a lower percentage of the employee's work time. Reference the reduced duties by listing them as they appear on the old position description and the change in percentage. (Example: Goal A. Perform all clerical functions for the Office of Higher Education - Was 50%, now 40%)
3. **New Duties:** Identify new duties and responsibilities not listed in the old position description but are now listed in the new position description.
4. **Expanded Duties:** Identify those duties and responsibilities that were listed in the old position description that now constitute a higher percentage of the employee's work time.
5. **Justification:** Explain what caused the changes in the position which are referenced on the new position description. Be specific about how these changes occurred and during what time period. Provide comments on what justifies the position to be classified at a higher level. If possible, provide the name(s) of other classified employees that are performing similar functions either at UW-Whitewater or another UW campus.

I am requesting the above position to be reviewed for a possible reclassification. I have attached the following for your review:

--Current (old) position description

--Updated (new) position description

--Organizational Chart

--Justification document (Responding to items 1-5 above)

Supervisor Signature:

Date:

RETURN TO THE OFFICE OF HUMAN RESOURCES & DIVERSITY - HYER HALL 330