

# POLICY

<b>Approved by:</b> Rebecca R. Hunter, Commissioner	<b>Policy Number:</b> 12-048 (Rev. 1/16)
<b>Signature:</b> <i>Rebecca R. Hunter</i>	<b>Supersedes:</b> 11-069; 88-033
<b>Application:</b> Executive Branch Agencies, Appointing Authorities, Agency Human Resource and Budget Officers	<b>Effective Date:</b> October 1, 2014
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-30-205, T.C.A. § 8-30-209, T.C.A. § 8-30-306	<b>Rule:</b> Chapter 1120-03

**Subject:**

## Position Reclassifications

A position is reclassified when there is significant change to the duties, authority, and/or responsibilities assigned to the position. In order to meet the organizational needs of an agency, an appointing authority may request a position be reclassified. Before a position may be reclassified, the agency must ensure that current budgetary obligations are fulfilled and that recurring costs are considered.

### Approval Process

When an agency determines there is an organizational need to reclassify a position or series of positions, the appointing authority must submit written justification to the Commissioner of the Department of Human Resources, along with a completed Position Establishment/Reclassification Request form obtained from the Agency Resource Center (ARC), and an organizational chart of the work unit to which the position is assigned, reflecting both the current and proposed organization.

The agency's Appointing Authority and, when applicable, the Chief Budget Officer must sign the request certifying the agency's ability to fund the requested position reclassification.

The ARC will review the request, recommend approval or disapproval, effective date and notify the agency. The agency may request reconsideration and provide additional information for any disapproved requests.

Questions should be directed to the Agency Resource Center.