

Classification Revision Request

Unless otherwise stated, all fields below are required. If information has been omitted or is unclear, the form will be returned to the requesting agency for completion or modification. Agencies must complete and submit this form to DOHR before a classification can be revised.

Agency		Requested Effective Date	
Current Classification Information		Requested Classification Information	
Class Code		Class Code	
Class Title (30 Character Max)		Class Title (30 Character Max)	
Class Abbreviation (10 Character Max)		Class Abbreviation (10 Character Max)	
Pay Plan		Pay Plan	
Class Salary Grade		Class Salary Grade	
Salary Grade Minimum		Class Salary Minimum	
Salary Grade Midpoint		Class Salary Midpoint	
Salary Grade Maximum		Class Salary Maximum	
Division / Program Area		Division / Program Area	
Standard Hours		Standard Hours	
Reg/Temp Status		Reg/Temp Status	
Full-time or Part-time		Full-time or Part-time	
Job Function (probation)		Job Function (probation)	
FLSA Status: •Non-exempt (Cash) •Exempt/NoFLSA (Comp) •Exempt/Executive (None)		FLSA Status: •Non-exempt (Cash) •Exempt/NoFLSA (Comp) •Exempt/Executive (None)	
Immediate Supervisor Information		Immediate Supervisor Information	
Class Title		Class Title	
Supervisor Salary Grade		Supervisor Salary Grade	
Supervisory Information			
Will this class supervise after the revision? (Yes/No)		Percentage of time supervising	
FOR DOHR USE ONLY			
Job Family		EEO/OCC CODE	
Manager Level		Effective date	

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Provide the official state class title(s) and salary grade(s) this class will supervise.

Class Code	Official State Title	Salary Grade

List the current duties of the classification.

If the duties of the classification are changing, list the proposed duties.

Provide the justification for this revision.

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If this revision is part of a series, list all classifications (including class code, official state title, and salary grade) within the series (including the proposed classification).

Class Code	Official State Title	Salary Grade

If the minimum qualifications of this classification are changing, provide below (e.g., education, experience, certification)?

Required Documents

- Current/Proposed Org Charts**
- Reallocation/Upgrade Chart if Applicable**
- F&A Funding/Salary Admin Plan - Required if salary plan/grade is changing**
- For Preferred Service, SME approval emails if applicable**
- For Executive Service, Executive Class Review template**

Required Signatures

Agency Human Resources Officer (Director)
 (sign and date)

Agency Appointing Authority
 (sign and date)

Commissioner, Department of Human Resources
 (sign and date)