




Approved by: Juan Williams, Commissioner	Policy Number: 12-048 (Rev. 07/01/2023)
Signature: 	Supersedes: 11-069; 88-033
Application: Executive Branch Agencies, Appointing Authorities, Agency Human Resource and Budget Officers	Effective Date: October 1, 2014
Authority: 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	Rule: Chapter 1120-03

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 according to all other State policies and procedures, 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 a completed Electronic Position Change Request (ePCR), and an organizational chart of the work unit to which the position is assigned, reflecting both the current and proposed organizational structure.

All fields within the ePCR must be completed in its entirety. Supplemental documents can be attached to provide additional information; however, these documents are not substitutions for information required in the ePCR fields.

The agency's appointing authority, Human Resource Officer, and the Finance and Administration Budget Office must approve the request certifying the agency's ability to fund the requested position reclassification.

The Department will review the request and recommend approval or an alternative classification.

The effective date of the approval will be the first day of the defined work week after the ePCR has been approved by the agency Appointing Authority. An exception to the effective date may only be approved due to special circumstances at the Department's discretion, and approval must be obtained from the Department prior to submitting the request. The agency will be notified via Edison after the ePCR is approved. The agency may request reconsideration. If requesting reconsideration, the agency must provide additional information for any disapproved requests.

DOHR Policy: Position Reclassifications

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Positions should be vacant when reclassified. Exceptions for filled reclassifications must be approved by the Agency Resource Center (ARC) prior to submission of the ePCR.

Questions regarding this policy should be directed to the Compensation Division.