

## Position Change Form

<b>Current Position Title</b>	
<b>Date of Request</b>	
<b>Request Change Initiator</b>	

<b>Position Change</b>	<b>New   Backfill   Update Data   Transfer   Elimination   Wage   Status   Title</b>
<b>Reason for Request</b> -Is it necessary? -Are there alternatives? -Budgetary Impacts of change?	

<b>Requested Title Change</b>	
<b>New Classification</b>	<b>Full Time   Part Time   Exempt   Non-Exempt   Not Applicable</b>
<b>New Wage Requested for review</b>	Percent Change _____
<b>New Job Description Received?</b>	Yes   No
<b>Changes to Essential Functions?</b>	Yes   No
<b>New Title Request approved? (HR)</b>	Yes   No
<b>New Manager Title/Dept. (transfer)</b>	
<b>Current Manager/Title/Dept.</b>	

*For Director of Human Resources*

<b>Financial Impact Details</b>	
<b>Effective Date of Change</b>	

<b>VP Of Finance Approval information</b>	
<b>If Denied, Reason and Suggestion</b>	

<b>HR Director</b>	Nicole Ross
<b>Information regarding:</b> <ul style="list-style-type: none"> <li>• Analysis Review</li> <li>• Approval or Denial of Request</li> <li>• Suggestion of adjustment to request</li> </ul>	

VP of Finance \_\_\_\_\_

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

Cabinet Member \_\_\_\_\_

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

HR Director \_\_\_\_\_

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