**Reclassification Request Form California**

**Employee Information  
 Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Current Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Proposed Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_**

**Current Position Details  
 (List current job duties and responsibilities.)**

**Proposed Position Details  
 (List the new responsibilities and required skills for the requested reclassification.)**

**Justification for Reclassification  
 (Explain the need for this reclassification, including workload changes, skills acquired, or business needs.)**

| **Current Role** | **New Role** | **Proposed Salary Adjustment** | **Approval Status** |
| --- | --- | --- | --- |
|  |  |  | **☐ Approved ☐ Denied** |
|  |  |  | **☐ Approved ☐ Denied** |
|  |  |  | **☐ Approved ☐ Denied** |
|  |  |  | **☐ Approved ☐ Denied** |
|  |  |  | **☐ Approved ☐ Denied** |
|  |  |  | **☐ Approved ☐ Denied** |
|  |  |  | **☐ Approved ☐ Denied** |
|  |  |  | **☐ Approved ☐ Denied** |

**Supervisor’s Recommendation  
 ☐ Strongly Recommend  
 ☐ Recommend  
 ☐ Do Not Recommend**

**Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Date: \_\_\_\_\_\_\_\_\_\_\_\_**

**Human Resources Department Review  
 ☐ Approved ☐ Denied  
 HR Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Date: \_\_\_\_\_\_\_\_\_\_\_\_**