



# DALLAS COUNTY

Human Resources/Civil Service  
Position Description Reclassification Form

**IMPORTANT: OPEN THIS FORM IN ADOBE ACROBAT**

**Required: Complete each section of the form and attach to OpenGov proposal. The link at the bottom of the page has been provided for convenience.**

Optional: You may also send an email copy by clicking "Email Form" and click "Send" in Outlook

## A. Identification/General Information

Current Position Title*:	
Proposed Position Title*:	
Current Position Grade*:	
Department Name*:	
Position Number*:	
Supervisor Name*:	
Supervisor Phone*:	
Supervisor Email*:	

## B. Brief Description of the Position

Use two-to-three **brief** and specific statements to summarize the general purpose of this position.

The purpose of this position is to:
This is accomplished by:
Other duties include

## C. Rationale for Reclassification

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etcetera). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.

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Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgement, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etcetera). Please clearly outline the specific new job duties/responsibilities.

Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.

What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?

Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?

What specific tasks or activities make the job duties/responsibilities more complex?





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<b>Function 2</b>	<b>% Time</b>	<b>E</b>	<b>NE</b>
Tasks performed to accomplish this function:			
<b>Function 3</b>	<b>% Time</b>	<b>E</b>	<b>NE</b>
Tasks performed to accomplish this function:			
<b>Function 4</b>	<b>% Time</b>	<b>E</b>	<b>NE</b>
Tasks performed to accomplish this function:			
<b>Function 5</b>	<b>% Time</b>	<b>E</b>	<b>NE</b>
Tasks performed to accomplish this function:			

### E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this job condition. (For example: Up-to 33% means your job works under these conditions between never and up to 1/3 of the time.)



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Questionnaire		Frequency of Time		
		Up-to 33%	34-66%	67% plus
	Work requires a minimum of mental and visual concentration to detail most of the time.			
	Work requires a moderate amount of mental and visual concentration in the performance of various operations.			
	Work requires regular mental and visual concentration most of the time.			

### F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: Up-to 33% means your job has these demands between never and up-to 1/3 of the time.)

Questionnaire		Frequency of Time		
		Up-to 33%	34-66%	67% plus
	Work requires normal sitting and standing as well as occasional lifting of 25 pounds or less.			
	Work requires moderate exertion and the occasional lifting of 26-50 pounds.			
	Work requires heavy exertion and the regular lifting of 51-75 pounds.			
	Work requires regular strenuous effort and regular lifting of over 76 pounds.			

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (Personal computers and standard software such as Word and Excel are assumed. Indicate if no software or computers are used to perform this function.)



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4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

Environmental Questionnaire		Frequency of Time		
		Up-to 33%	34-66%	67% plus
	Extreme temperature changes (heat, cold, extreme weather changes)			
	Respiratory hazards (fumes, gases, chemicals, dust and dirt)			
	Noise and vibration (sufficient to cause hearing loss)			
	Physical hazards (high voltage, dangerous machinery)			

Health and Safety Conditions		Frequency of Time		
		Up-to 33%	34-66%	67% plus
	Driving			
	Mechanical hazards			
	Chemical hazards			
	Electrical hazards			
	Fire hazards			
	Communicable diseases			
	Physical danger or abuse (specify):			
	Other (specify):			

5. Primary Work Location: Check the type of location, where most of the position's duties are performed.

Item #	Location Name	Check all applicable locations
1	Office Environment	
2	Shop or Warehouse	
3	Other (Specify)	
4	Clinic	
5	Secure Facility	
6	Residential Facility (not secure)	
7	Vehicle	

6. Protective Equipment Required: List any protective equipment required for this position.

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### G. Physical Demands, Equipment Requirements, Working Conditions

1. **Formal Education:** Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

Check all applicable items	Questionnaire	Additional Context if Required by Questions
	Less than high school education	
	High school diploma or equivalent	
	One year college	
	Two-year Associate's degree in:	
	Four-year Bachelor's degree in:	
	Graduate or professional work or advanced degree in:	

2. **Experience:** Record the minimum experience required for this position (not necessarily the incumbent's experience).

Check all applicable items	Questionnaire	Additional Context if Required by Questions
	No previous experience required	
	Six months to one year experience in/as:	
	Minimum of one year experience in/as:	
	Minimum of two years of experience in/as:	
	Minimum of three years of experience in/as:	
	Minimum of four years of experience in/as:	
	Minimum of five years of experience in/as:	
	Minimum of six years of experience in/as:	
	Minimum of seven years of experience in/as:	
	Minimum of eight years of experience in/as:	



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3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

Item #	Certification Name	Yes	No
1			
2			
3			
4			
5	Signify whether a valid driver's license is required.		

### H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

Item #	Questionnaire	Check all applicable items
1	Work tasks are usually identical, with simple rules and detailed instructions.	
2	Work tasks are routine, but not identical.	
3	Work tasks are usually different, with somewhat diversified procedures and precedents.	
4	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.	
5	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.	
6	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.	





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2. Planning: Does this position involve planning work activities or projects? If yes, describe the planning or project management activities associated with this position.

Yes	No

3. Budgetary Responsibility: Does this position involve working with the annual budget? If yes, please indicate the types of budgetary activities required.

Yes	No

Item #	Questionnaire	Check all applicable items
1	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.	
2	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.	
3	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department of researches and prepares recommendations for countywide budget expenditures.	
4	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.	

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Budget Type	\$ Amount
County	
Grants	
Notes	



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5. Management and Supervisory Responsibility: Does this position involve directing the work of others? If yes, please list the classification titles (not working titles) and number of employees supervised.

Yes	No

Classification Title(s)	# Employees

6. Management and Supervisory Responsibility: If you answered “Yes” to the management and supervisory question previously, indicate the management and supervisory direction provided by the position (Choose one).

Item #	Questionnaire	Check all applicable items
1	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.	
2	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.	
3	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.	
4	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.	
5	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.	



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7. Freedom to Act: This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures (Choose one).

Item #	Questionnaire	Check all applicable items
1	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.	
2	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.	
3	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.	
4	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.	
5	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.	
6	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.	
7	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.	
8	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.	
9	Work is generally unguided.	



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## I. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

Item #	Questionnaire	Frequency of Time		
		Up-to 33%	34-66%	67% plus
1	Work requires answering simple inquiries or referring inquiries to others.			
2	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.			
3	Work requires handling critical inquiries and complaints not of a standard nature, requires tact and diplomacy in presentation to obtain cooperation of approval.			
4	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deal with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.			

## J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Questionnaire	Answer
Other classifications in the county to which those that hold my current classification might be prompted.	
Other classifications in the county that would prepare applicants for my current classification	



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### K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

<b>Employee Signature</b>	<b>Date</b>
<b>Immediate Supervisor Signature Comments:</b>	<b>Date</b>
<b>Department Head/Elected Official Signature Comments</b>	<b>Date</b>

**Directions: Click "Email Form" to receive confirmation email. Just hit "Send" once Outlook opens. Do not change the subject of the email. Attach the completed form to your OpenGov proposal. Click the link below to go to OpenGov.com**