



DALLAS COUNTY
Human Resources/Civil Service
Position Reclassification Summary Form

(For a new position use the "Position Description Questionnaire")

Definition: A significant change in the job content of a classification including responsibilities, level of knowledge and accountability, such that it affects the assigned total point evaluation of the classification. (Sec. 86-431)

Section I. General Information		Civil Service Date:	
Department Name			
Division / Section			
Work Location			
Contact Name			
Telephone Number			
Court Order # and Date:			
Section II. Current Classification			
Status	<input type="checkbox"/>	Vacant	<input type="checkbox"/> Filled
Type	<input type="checkbox"/>	Full-Time	<input type="checkbox"/> Part-Time
Section III. Classification Review			
	Current	Proposed	
Job Title			
Job Code			
Job Grade			
Reports To (Position Name):			
Creation Date			
Position Number(s) *	*	*	
FLSA Status (Ex, Non-Ex)			
Section IV. Job Summary			
Section V. Management Scope			
Qualifications	Current	Proposed	

Education		
Experience		
Funding Source:		
Job Evaluation Points -- Hay/Point Factor (HR Use Only)		
Hay Points	KH:	PS:
	AC:	TTL:
	Profile:	Profile:
Last Reclassification Date, if applicable:		

Describe what has changed in your department, grant or program scope that has affected this position (e.g. duties, volume, etc.)

- a.
- b.
- c.
- d.
- e.

Where did the new duties come from?

- a.
- b.
- c.
- d.

When did the change occur? Why? (Non-financial reasons)

Who has been performing the new duties? Since when?

If the duties are reassigned, how will this impact the overall responsibilities of EACH of the individual positions/jobs referenced above?

What specific tasks or activities make the work more (or less) complex?

Quantitative

- a.
- b.
- c.

Qualitative

- a.
- b.

C.

Is additional training and/or education required?

FOR HR USE ONLY

<input type="checkbox"/>	Recommend	<input type="checkbox"/>	Do Not Recommend	<input type="checkbox"/>	Hold – Collect Additional Data
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New Job Title	New Job Grade	Position Number	Incumbent Salary	Max-in-Hire

Special Instructions / Comments

CIVIL SERVICE MEETING - STATUS

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Not Approved	<input type="checkbox"/>	Pulled
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Special Instructions / Comments