RECLASSIFICATION PROCEDURES

A position reclassification may be warranted when the actual job duties no longer match the position title and description. In order to determine whether or not this situation exists, please refer to:

- The current Job Duties
- The current Unit Job Description and
- The HRAA Job Classification Description
  (can be found at: http://www.umich.edu/~hraa/compclass.descriptions/index.htm)

OPEN POSITION

1. Unit completes a Position Description form #36200
   (can be found at: http://www.umich.edu/~hraa/hrris/forms/positdesc.pdf)
   - ✓ the Reclassify for posting box.
   - Complete Part One – Part 8.
   - Obtain Immediate Supervisor signature.
   - Obtain Intermediate Authorizer and Director signatures.
   - Senior Leadership Team approval is required.
   - Please obtain appropriate signatures and forward any e-mail approvals to: DSA_HR_Office@umich.edu
   - If additional space is needed for “Part Six – DUTIES,” attach a WORD document to the Position Description Form.

2. Mail or deliver the completed Position Description form (with signatures) to:
   DSA Office of Finance & HR
   Attn: Shelli Aldrich-Reed or Tom All
   2400 Michigan Union
   1308

3. DSA Office of Finance & HR reviews the position reclassification information and determines an appropriate match between the Job Description and the Job Classification. A financial review will also be done to determine if any budget issues exist that need to be resolved.

4. Once the Position Reclassification is approved by the DSA Office of Finance & HR, the Unit will be instructed via e-mail to complete a Job Requisition (See “Student Affairs Job Posting/Hiring Process Instructions – Permanent Positions”)

5. DSA Office of Finance & HR mails the proposed Position Reclassification form to Academic & Staff HR Services for final approval.

6. Academic & Staff HR Services reviews and approves the Position Reclassification and posts the reclassified position on the U of M’s JOBS website.
1. Unit completes a Position Description form #36200
   (can be found at: http://www.umich.edu/~hraa/hrris/forms/positeduc.pdf)
   - ✓ the Reclassify box.
   - Complete Part One – Part 8.
   - Obtain Staff Member Signature.
   - Obtain Immediate Supervisor signature.
   - Obtain Intermediate Authorizer and Director signatures.
   - Senior Leadership Team approval is required as well
   - Please obtain appropriate signatures and forward any e-mail approvals to:
     DSA_HR_Office@umich.edu
   - If additional space is needed for “Part Six – DUTIES,” attach a WORD
document to the Position Description Form

2. Mail or deliver the completed Position Description form (with signatures) to:
   DSA Office of Finance & HR
   Attn: Shelli Aldrich-Reed or Tom All
   2400 Michigan Union
   1308

3. DSA Office of Finance & HR reviews the position reclassification information
   and determines an appropriate match between the Job Description and the Job
   Classification. A financial review will also be done to determine if any budget
   issues exist that need to be resolved.

4. Once the Position Reclassification is approved by the DSA Office of Finance &
   HR, the DSA Office of Finance & HR will create the appropriate paperwork for
   HRRIS to change the position in M-Pathways.

5. DSA Office of Finance & HR mails the proposed Position Reclassification form
   and M-Pathway’s change form to Academic & Staff HR Services for final
   approval.

6. Academic & Staff HR Services reviews and approves the Position
   Reclassification and forwards the M-Pathway’s change form to HRRIS for final
   processing.

7. The DSA Office of Finance & HR will notify the unit via e-mail once the position
   has been reclassified and changed in the University’s HR system.