

**Human Resources & Risk Management  
HR Request Form (Please check appropriate box)**

<b>Revisions to Job Description</b>	<input type="checkbox"/>	<b>New Classification Title/Job Description</b>	<input type="checkbox"/>	<b>Reorganization</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/>
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Date: \_\_\_\_\_ Requesting Department: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Request to change/update current job description**

Classification Title: \_\_\_\_\_  
 NOTE: Please attach a redline version of the job description for review.

**Request For New Classification Title/Job Description**

Requested Title: \_\_\_\_\_  
 NOTE: Please attach sample job descriptions that reflect the duties that are proposed to be performed. Additionally, an organization chart will be required reflecting where this new position will be placed.

**Request For Reorganization**

NOTE: Please attach a current and proposed organization chart to reflect the changes that are to be made.

**Justification for all Request Must Be Attached**

*Attach additional sheet if necessary.*

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(For Human Resources & Risk Management Use Only)**

Request Reviewed by HR Director:	Date:
Request Assigned to:	Date:
Comments:	
Meet and Confer Process:	Date Completed:
Date Presented for Board Approval:	Minute Order #
Job Description Updated On Server:	Safety Sensitive Determination:
Job Description in HR Files:	

**HR Request #**