Reclassification studies of departments or departmental programs may be initiated by one of two means:

1. Department heads may request Human Resources to review departmental classifications, subject to the availability of funds; or
2. Human Resources may request that classifications within a department be audited on a department-wide or program-wide basis as a result of either an apparent classification discrepancy revealed by an individual audit or an Arizona Universities Personnel System Review.

Human Resources shall audit the positions and submit written recommendations to the department head regarding the classifications and, if circumstances warrant, the organizational structure.
Revision History*

12/01/2023: Updated responsible unit email address.

03/01/2023: Replaced Division of Human Resources with Human Resources.

Source URL: https://policy.arizona.edu/employment-human-resources/reclassification-studies

Links
[1] mailto:hradmin@email.arizona.edu [2]
http://policy.arizona.edu/employmenthuman-resources/requests-position-reclassification