DEPARTMENT OF HUMAN RESOURCES OPERATIONS DIVISION
RECOMMENDED CLASSIFICATION ACTIONS

DEPARTMENT:	DIVISION:	UNIT:

RECOMMENDED ACTION:

☐ Establish a new classification (ALLOCATE)　　　　☐ Reactivate an abolished classification

☐ Amend a classification specification (ATTACH RED-LINED SPEC)　　☐ Renumber a classification

☐ Abolish a classification　　　　　　　　　　　　☐ Consolidate classifications

☐ Retile a classification　　　　　　　　　　　　　☐ Divide a classification

☐ Other (specify) _____

STATEMENT OF PROPOSED ACTION(S):

    (insert text)

ASO INFORMATION (if applicable):

    ASO SECTION # Program Code/Title: _____ **SubFund/Title:** _____

# of Position(s)	Position Indicator	Budgeted Class and Rate	Recommended Class and Rate
_____	_____	_____ / _____	_____ / _____

PROVIDE THE FOLLOWING INFORMATION FOR NEW CLASSIFICATIONS ONLY:

    RECOMMENDED FLSA STATUS: (Check One) _____ **Exempt**

                                  _____ **Non-Exempt**

RECOMMENDED SALARY RANGE (From ERD; Use Biweekly Rates): _____ **(low rate) BW to _____ (high rate) BW**

RECOMMENDED PLAN/GRADE/STEP ((From ERD): _____

SUBJECT TO EXAM? (Select One):

                 _____ **Exams not given**

                 _____ **Exempt from exams**

                 _____ **Subject to exams**

                 _____ **Unknown**

PEOPLESOFT UNION CODE: Bargaining Unit _____　　　**Bargaining Sub Unit** _____

STANDARD PROBATIONARY PERIOD: _____ **HOURS**

EEO JOB CATEGORY: SAME AS EXISTING CLASS # _____

NOTIFICATIONS (Include all on job posting):	**APPROVALS:**
DPO:_____	DHR ANALYST _____ DATE_____
EMP.ORG:_____	CERTIFIED DECENTRALIZED
TEAM LDR:_____	STAFF: _____ DATE_____
ANALYST_____	DHR TEAM LEADER: _____ DATE_____
	ERD: _____ DATE_____

DHR2-14.3 (2/09)