



**HUMAN RESOURCES DIVISION  
PERSONNEL CHANGE REQUEST  
FY 2022-2023**

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**Instructions**

- 1) Complete form in its entirety, including back portion.
- 2) Complete additional forms/documents as required.
- 3) Route for approvals/signatures. If this is a mid-year request, Finance Approval section must be completed.
- 4) Make a copy for future reference.
- 5) Submit form and attachments to Human Resources once complete and all signatures have been obtained.
- 6) Designate authorized personnel to remain on-call and answer questions during Budget Team review.

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**Requester's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Division Name:** \_\_\_\_\_ **Section Name:** \_\_\_\_\_

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**Mid-Year** (*funded by Division/Section/Program*)       **Fiscal Year** (*funded through budget process*)

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**Request Type**

Complete the back side of this form and include details for any personnel change request type.

- Reclassification:** Also submit: 1) Track-Changes Job Description 2) Current Org Chart 3) Proposed Org Chart
- Reorganization:** Also submit: 1) Current Org Chart 2) Proposed Org Chart
- Retitle:** Also submit: 1) Current Org Chart 2) Proposed Org Chart

**Current Title:** \_\_\_\_\_ **New Title:** \_\_\_\_\_

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**Division Approvals**

All approvals must be completed before submitting to HR for review.

	RECOMMENDATION	SIGNATURE	DATE
<b>Section Director:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	_____	_____
<b>Division Director:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	_____	_____
<b>City Manager's Office:</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	_____	_____

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**Finance Approval**  
(Mid-Year Only)

**Funding Information** (*if applicable*): \_\_\_\_\_

**Route to Budget Team:**     Yes     No    **Budget Approval received on:** \_\_\_\_\_

**Finance Approval:**    Signature: \_\_\_\_\_    Date: \_\_\_\_\_

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**If additional documentation is needed, submit it as an attachment.**

# Organizational Need Assessment

What has changed operationally to necessitate the proposed change?

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## Proposal

Describe the conceptual plan including which positions will be impacted and what job duties need to be performed.

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## Human Resources Process/Notes

*(Human Resources only, please leave this space blank.)*

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