



**HUMAN RESOURCES DIVISION
PERSONNEL CHANGE REQUEST
FY 2023-2024**

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:** _____

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

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:** _____

Division Approvals

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

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

Finance Approval
(Mid-Year Only)

Funding Information (if applicable): _____

Route to Budget Team: Yes No **Budget Approval received on:** _____

Finance Approval: Signature: _____ Date: _____

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

Organizational Need Assessment

What has changed operationally to necessitate the proposed change?

Proposal

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

Human Resources Process/Notes

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