**Instructions for Completing the**

**Request for Classification, Compensation, and Selection Changes Form**

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This document is the necessary method for requesting the following actions:

* **Changing the job class description** (this includes changing any or all of these segments: Definition, Work Examples, Competencies Required, Minimum Qualification Requirements, and Notes)
* **Adding a new job class**
* **Deleting a job class**
* **Changing a class title**
* **Changing a pay grade**

Not all parts of the form need to be completed, depending on the type(s) of action being requested.

**For all requests:** The box of the type of change being requested (all that apply) should be checked and the name of the agency, the class title(s) and class code(s) (where applicable) should be completed.

**Changes to the Job Class Description (Definition, Work Examples, Competencies Required, Minimum Qualification Requirements, and Notes):** Complete questions 4 and 6-8. If requesting changes to the Minimum Qualification Requirements, specifically, also complete question 5. Utilizing a copy of the current Class Description, which is available on the DAS-HRE website or can be provided by the Personnel Officer, make the requested changes in all areas of the description using “underline” format to add language and “strikeout” format to delete language.

**Changes to the Classification Plan:**

* **Add a new job class –** complete questions 1-8.
* **Delete a job class –** complete questions 1-2 and 6-8.
* **Changing a class title –** complete questions 1-3 and 6-8.
* **Changing a pay grade –** complete questions 1-3 and 6-8. The [Pay Grade Study Questionnaire form](https://das.iowa.gov/sites/default/files/hr/documents/class_and_pay/552-0671_pay_grade_study_questionnaire.docx) must also be completed.

Complete each question required for the particular change and provide enough detail for the reviewer to not only understand *what* is being requested but also *why* it is being requested (the business need) and *how* this change will impact your department’s operations. This form has been formatted to expand to accommodate whatever amount of detail you need to provide to adequately describe the situation.

Once complete, send this form and any accompanying documentation to your DAS-HRE Personnel Officer. After receipt, the Personnel Officer will provide comments and forward the request to the DAS-HRE Classification & Compensation section for review. Class & Comp will review the request and either approve it as is, request additional information, or tell the Personnel Officer why it cannot be approved in its current form. The Personnel Officer will communicate this information to the agency.

Agency management and Personnel Assistants will be informed by the DAS-HRE Employment Bureau when changes will be implemented. This is followed up with the monthly Class Activity Recap.

###### Iowa Department of Administrative Services – Human Resources Enterprise

**REQUEST FOR CLASSIFICATION, COMPENSATION,
AND SELECTION CHANGES**

###### This form is to be completed for agency requests to change one or more portions of a job class description or series guidelines, a class title, or a pay grade. It is also to be completed for requests to add or delete a job class.

###### Submit this request and any accompanying documentation to your DAS-HRE Personnel Officer.

***Requests for Changes to Existing Job Class Description (Check all that apply):***

**[ ]  Definition** **[ ]  Work Examples** **[ ]  Competencies** **[ ]  Minimum Qualifications** **[ ]  Notes**

***Requests for Other Changes (Check all that apply):***

**[ ]  Series Guidelines** **[ ]  Change Title** **[ ]  Change Pay Grade** **[ ]  Add New Class** **[ ]  Delete Class**

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| **Agency Requesting Change:** |       |
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| **Current Class Title:** |       |  | **Class Code(s):** |       |

**ONLY COMPLETE THE SECTIONS BELOW THAT RELATE SPECIFICALLY TO YOUR REQUEST.**

**Changes to Classification Plan**

(This includes adding or deleting a job class, changing the title, or changing the pay grade. For requests to change an existing pay grade, the [Pay Grade Study Questionnaire form](https://das.iowa.gov/sites/default/files/hr/documents/class_and_pay/552-0671_pay_grade_study_questionnaire.docx) must also be completed.)

**1. Describe the change being requested and the reason(s) for the request:**

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**2. What timeframe are you considering for implementing the class addition/change? Is there a specific time limit that must be met for implementation? If yes, please explain:**

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**3. A. If the request is for a new job class or a pay grade change, what pay grade is requested and why?**

**B. How many current employees/positions will be affected by this change?**

 **What are the titles and pay grades of these job classes?**

**C. Will it have a budgetary impact? Yes [ ]  No [ ]**

**D. Has it been approved by the department director? Yes [ ]  No [ ]**

**E. Has this proposal been discussed with the Department of Management (DOM)? Yes [ ]  No [ ]**

 **Has DOM certified that funds were available for this change? Yes [ ]  No [ ]**

 **What did DOM determine to be the cost of implementation?** $

**Class Description Changes/Additions**

(This includes changes to the Definition, Work Examples, Competencies Required, Minimum Qualification Requirements, or Notes. It also includes adding a class description for a new job class.)

**4. If changes are requested in the class description, use a copy of the current class description and underline language to be added and strikethrough language to be deleted. For a new class, provide a copy of the new PDQ and, if desired, a rough draft of the new class description. For this purpose, you may use a copy of the Job Class Description Template, which can be provided by your Personnel Officer. Alternatively, you may describe the requested changes here:**

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**Class Description Changes/Additions to Minimum Qualifications**

(This includes changes to Minimum Qualification Requirements only. Requests for changes/additions to Selective Certifications are completed via a separate form.)

**5. To assist you in either revising current or developing new minimum qualifications for an existing or new job class, identify the minimum qualifications (education and experience) necessary to reasonably provide an applicant with the competencies necessary for successful performance in the job class and describe them below. How are these qualifications related to job functions?**

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**For All Requests**

**6. Why is this addition/change necessary? Specifically, what is the business need this addition/change will address (not just what this addition/change will accomplish, but why it is needed)?**

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**7. How does the addition/change affect the job class as it currently operates?**

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| **8.** | **Submitted by:** |       |  |       |
|  |  | *(name and title)* |  | *(e-mail address)* |
|  | Agency Contact: |       |  |       |
|  |  | *(name and title)* |  | *(e-mail address)* |

**Appointing Authority’s Signature:**

**Date Submitted to DAS-HRE:**

**For DAS-HRE Use Only**

DAS-HRE Personnel Officer review and comments:

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| *(DAS-HRE Personnel Officer)* |  | *(date reviewed)* |

Date Received in Class & Comp:

DAS-HRE Routing Initials: