



DEPARTMENT OF HUMAN RESOURCES

New Position Requests/Reclassification Review Checklist

The process for submission of new position requests and reclassification reviews (linked below) should be submitted during the designated timeframe of April 1st through April 30th of each year. All review requests should be submitted electronically to HR-classification@littlerock.gov.

NEW POSITION REQUESTS:

The following document is required to submit a new position request



[Position Analysis Questionnaire \(New Positions\)](#)

RECLASSIFICATION REVIEWS:

After reviewing the information below, if you believe the position meets the criteria for a reclassification review request, the following document is required:



[Position Analysis Questionnaire \(Reclassifications Only\)](#)

Be mindful a review request must document evidence of at least one of the following conditions:

- Reorganization within the department or major reallocations of duties and responsibilities of a vacant position.
- A significant increase in responsibility due to additional programs, facilities, or requirements being assigned that are not part of the current job duties.
- A review of a filled position requires the incumbent to have performed new, significant, and permanent duties for a minimum of six (6) months.
- Other reasons of business necessity (i.e. reorganizations, etc.)

The following situations are NOT reasons for a review request:

- Changes in local, state, or federal law that require title changes in certifications, but do not change certification levels or otherwise substantially change the qualifications for the position;
- Increased volume of work load;
- Rewarding personal achievements of employees not required by their current jobs (i.e., obtaining degrees, certificates, skills, etc. above those required to perform the current job duties);
- Rewarding performance;
- Rewarding length of service;
- Requesting higher grade assignments for vacant positions without accompanying significant changes in assigned job duties;
- Attempting to increase salary range maximums for employees because their current salaries are at or near the salary range maximum;
- Creating jobs to accommodate or reward specific skill sets, personal preferences, or individual interests of employees that are not required by their current jobs.

If you have any questions or require additional information relative to new position or reclassification review requests, please contact a member of the Classification and Compensation team at HR-Classification@littlerock.gov.