



# COUNTY OF HUMBOLDT

## HUMAN RESOURCES

825 5th Street, Eureka, CA 95501

Personnel Services (Suite 100) Main Line: (707) 476-2349

Risk Management Services (Suite 131) Main Line: (707) 268-3669

DEI & Organizational Development (Suite 131) Main Line: (707) 476-2423

### CLASSIFICATION AND ALLOCATION REQUEST FORM

This form, along with an organizational chart showing where this position would reside in the department's current organizational structure, is **required** to initiate a request for the following circumstances (check one):

**Allocating an additional position when a job classification currently exists within the current county Classification System.** *A Position Description Questionnaire (PDQ) may be required to identify an appropriate classification for the new allocation.*

**Proposed Classification:** \_\_\_\_\_

**Reallocating an existing position (with no incumbent) when a job classification currently exists within the current county Classification System.** *A Position Description Questionnaire (PDQ) may be required to identify an appropriate classification for the reallocation.*

**Proposed Classification:** \_\_\_\_\_

**Development of a new job classification.** *A Position Description Questionnaire (PDQ) will be required before any new job classification can be developed.*

**Proposed Classification:** \_\_\_\_\_

**Reclassification of an existing position (with an incumbent).** *A Position Description Questionnaire (PDQ) will be required before any reclassification can occur.*

**Proposed Classification & Incumbent:** \_\_\_\_\_

For a reclassification request, can the duties that you believe are outside of incumbent's current job scope be reassigned or removed?

Yes

No

If no, please provide justification below:

**All requests will be reviewed and approved by Human Resources and the County Administrative Office. Budgetary impacts, priority of need, and statutory requirements related to the request will be a factor in approval.**

Send this completed form, a department organizational chart showing where this position would reside in the department’s current organizational structure, and any other relevant documentation to [personnel@co.humboldt.ca.us](mailto:personnel@co.humboldt.ca.us).

Please provide the information below related to the requested position.

<b>Department:</b>	<b>Division/Unit/Location:</b>
<b>How will the position be funded? (i.e., deallocation, increased revenue, eliminating OT/XH, etc....)</b>	
<b>Fund:</b>	<b>Budget Unit:</b>
<b>Position status (check one):</b>	
<b>Regular</b>	<b>Grant/Limited Duration</b>
	<b>Other</b>
<b>If “Grant/Limited Duration”, what is the duration?</b>	
<b>FTE of New Position</b>	
<b>Name and classification of supervisor over requested position:</b>	
<b>Name and classification of any other employee in the department currently performing the same, or similar, duties:</b>	
<b>Number of and titles of employees supervised by the requested position:</b>	
<b>Anticipated start date:</b>	
<b>Explanation/justification for request:</b>	

**Explanation/justification for request continued:**

**List the anticipated primary duties of this position:**

**List the following, if applicable:**

- 1. Any required certification(s) or licensure**
  
- 2. Justification for the required certification(s) or licensure**
  
- 3. The issuing regulatory agency that would be associated.**

**Additional Information:**

**Department Head Signature:**

**Date:**

**Department Contact Person:**

**Department Contact Phone #:**

**Department Contact Email:**

**For Human Resources Use Only**

**Human Resources notes/analysis/basis of determination:**

**Recommended Classification for Allocation:**

**Human Resources Signature:**

**Date:**