

Tacoma School District No. 10
Division of Human Resources
REQUEST TO CREATE/REVISE/RECLASSIFY JOB

Directions: Complete the attached form(s) in full and submit to the Human Resources Office. Please allow sufficient time for processing.

Please create a new description (worksheet attached)
 Revise an existing description (job description attached with edit marks in red or blue ink)
 Reclassification request: Current job title: _____
Current Bargaining unit: _____
Current classification: _____

This request is the result of filling a recent vacancy
 adding a new FTE (**Requires Deputy Superintendent Approval**)
 additional duties assigned to job
 reorganization
 other _____

Is there adequate funding: (**to be answered by supervisor**) _____

Proposed job title: _____

Proposed bargaining unit: _____

Expected classification: (optional – will not effect classification outcome) _____

Describe reason for the new position or changes in the existing position/job: (**to be answered by initiator**)

Describe how these changes effect other department/program positions: (**to be answered by initiator**)

Do you anticipate any other changes in department/program positions/jobs within the next six months? (**to be answered by supervisor**) yes no If yes, please explain in detail:

Initiator _____ Incumbent Supervisor Date: _____

Approval/Acknowledgment

Immediate Supervisor Date

Deputy Superintendent Date

Second Line Supervisor Date

Asst Superintendent, H.R. Date

Chief Financial Officer Date

After Approval forward to Human Resources
c: Immediate Supervisor
Second Line Supervisor
Marilyn Crabtree
Ron Hack
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