

APPENDIX B

BEVERLY HILLS UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES DEPARTMENT

REQUEST FOR JOB RECLASSIFICATION, CLASSIFIED

Reclassification is the upgrading of an existing job classification to a different existing job classification because of a significant change in the duties and responsibilities being performed by such employee(s).

Complete the following information as comprehensively as possible:

1. TITLE OF CURRENT POSITION AND PRESENT CLASSIFICATION:

2. LIST THE CHANGES IN REGULAR DUTIES AND RESPONSIBILITIES:

a. _____
b. _____
c. _____
d. _____
e. _____
f. _____

3. WHEN DID THESE CHANGES IN DUTIES/RESPONSIBILITIES OCCUR?

| |
|---|
| <p>DO NOT FILL IN BELOW HUMAN RESOURCES DEPARTMENT</p> <p>4. FORWARD TO COMMITTEE: _____</p> <p>5. ACTION OF COMMITTEE: _____ APPROVED: _____ (New job description attached) DISAPPROVED: _____</p> |
|---|

SUBMITTED BY:

Signature Date

Supervisor Date