

### Request for Position Title Change Form

Check box if result of JJEC

Incumbent Name:		
Department / Area:		
Immediate Supervisor:		
Current Position Title:		
Proposed Position Title:		
Position Number(s):		
Background for Request: Please summarize the reason for your position title change request		

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Consultant's Signature

\_\_\_\_\_  
Date

**For HR use only:**

Effective Date: \_\_\_\_\_

Provide form to Administrative Assistant, Human Resource Services to:

- Change position title in Master Classification log
- Change position title in electronic Position Descriptions & PDQ folder on the shared drive
- Change position title on hard copy file folder in classification cabinet
- Email position title change to the Human Resource Systems Administrator (HRSA), Manager and employee (as per signatures), and appropriate Administrative Assistant to the Vice President (to reflect change in org chart), copying all Human Resource Consultants and the Manager, Human Resource Services
- File copy of above email into employee's employee file
- File document in hard copy classification folder
- Administrative Assistant, Human Resource Services initials \_\_\_\_\_