# A picture containing text, clock, sign  Description automatically generated Classification Review Request

*Purpose*

Classification reviews are requested when the duties and responsibilities of a position change due to major additions of job duties or responsibilities. A classification review can also be requested when the employee, Judicial Officer, or supervisor believes the employee is performing work at a classification level above their current classification.

*Definitions*

1. “Employee’s Supervisor or Supervisor” means the person who oversees a group of people or an area of work and who makes sure that the work is done correctly and according to the rules. This includes Judicial Officers, the State Court Administrator, Division Heads, Chief Clerks, and others as assigned.
2. “Judicial Officer” means a Justice of the Wyoming Supreme Court, a District Court Judge, a Circuit Court Judge, or a full-time Magistrate.

*Steps in the process*

1. A request may be made to review the duties assigned to and performed by an employee AFTER the incumbent has been in the position for at least three (3) months.
2. A Classification Review request form is submitted to Human Resources by the Judicial Officer, or employee’s supervisor.
3. A desk audit is scheduled and conducted by HR with the employee and supervisor/Judicial Officer. In the desk audit, the HR staff person will explain the job audit procedure and will be gathering information regarding the position duties for a job analysis. HR will ask for detailed explanations and examples, if applicable.
4. HR will conduct a job analysis, as necessary. It is important to remember that this process is relative and is based on know-how, problem-solving, and accountability.
5. The results of the desk audit are shared with the Judicial Officer/supervisor first to review the results and discuss any concerns with the audit findings. The final decision is shared with the employee within 30 days after the audit is conducted. The findings could be that the position should be retained in its current classification, reallocated to a different classification family, or reclassified to a lower or higher level within the same classification family. If the position is upgraded to one of a higher level, a promotional increase may be applied.
6. If the employee does not agree with the classification decision, the employee has a right to appeal the determination. If an employee doesn’t agree with the desk audit results, the employee may appeal the decision to the Human Resources Manager in writing within 20 working days. The HR Manager will refer the matter to the Human Resources Committee for final decision. Should the classification request be denied, the incumbent must wait twelve (12) months to request another review.

*Other important information*

1. The audit is conducted based on the job duties and responsibilities and not how they are performed.
2. The type of work being done is the key, but not the volume of work.
3. Current job duties and expectations can be evaluated, but not anticipated future duties or temporary work.
4. The incumbent’s job performance is not relevant. We are looking at the position itself and not who the employee is occupying it.

# Logo  Description automatically generated Classification Review Request Form

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| --- | --- |
| Employee Name |  |
| Job Title |  |
| Supervisor’s Name |  |
| Supervisor’s Job Title |  |

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| --- | --- |
| **Purpose of request** |  |

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| **Outline changes to the job duties** |
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| **Additional information**  |
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| --- | --- | --- |
|  |  |  |
| Employee Signature |  | Date |  |

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| **Supervisor Review** |
|   I approve consideration of this request. Yes No |
| **Additional comments** |
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| --- | --- | --- |
|  |  |  |
| Supervisor Signature |  | Date |  |

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| **Judicial Officer Review (if applicable)** |
|   I approve consideration of this request. Yes No |
| **Additional comments** |
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| --- | --- | --- |
|  |  |  |
| Judicial Officer if applicable |  | Date |  |

**Human Resources Acknowledgement**

This request was received on: ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_