

POSITION CHANGE FORM -INSTRUCTIONS

The Position Change Form should only be used to initiate actions listed on the attached form; information regarding new hire and promotional actions is directly submitted from the Recruitment and Selection Services unit to the Classification and Compensation unit; the appropriate unit will be notified when a PA2 is required.

Classification and Compensation Unit Contacts

Boni King	Human Resources Manager	301-454-1728
Mary Owens	Principal HR Specialist	301-454-1696
Sally Connolly	Senior HR Specialist	301-454-1721
Arthur Rivera	Senior HR Specialist	301-454-1725
Marissa Sheen	Senior HR Specialist	301-454-1720

This form should be submitted to C&C office via email to ClassandComp@mncppc.org, facsimile (301-454-1718), or interoffice mail.

Section 1: Complete this section to modify an existing position OR create a new position

Position Number: Indicate if known. (Note: New position numbers are assigned by DHRM.)

❖ **Modify an EXISTING position** (check appropriate box/description on the Position Change Form):

Conversion to Career: A current seasonal, term or temporary employee who is appointed to a Merit System position. This employee will serve a probationary period. Copy of new hire acceptance letter will be received from Recruitment.

New Hire: Career employment – Career position. Copy of new hire acceptance letter will be received from Recruitment. Contract employment - A non-career position, filled by a contract employee. (See Practice 2-16). Supplemental duties describing the proposed duties and responsibilities must be submitted with the Position Change form.

Probationary Review: Probationary Employees are incumbents who are currently serving a probationary period. Upon completion of this period, the employee is recognized as having achieved "career" status, and is no longer under probationary review.

Reassign to a Lower Grade/ Demotion: The voluntary/involuntary reassignment of an employee to a position at a lower grade level. Copy of letter reassigning employee to position is required as attachment.

Reassignment: The non-competitive movement of an employee from one position to another position of the same grade. Department Head approval is required if employee reassigned in same department. If between departments, HR Director and both Department Head approvals required.

Return from Temporary Assignment at Higher Grade: Employee is being returned to his/her former position at the title and grade held prior to the temporary assignment.

Temporary Assignment to Higher Grade: A position occupied by an employee on Leave of Absence shall be filled only by temporary assignment. In such cases, the employee on temporary assignment retains their current position number, temporarily absorbing additional duties and responsibilities. Indication from Recruitment that employee meets eligibility requirements of temporary assignment is required.

Title Change: This is an existing position, which is vacant. The department has chosen to request a change in the title, grade of the position in order to more efficiently fill current needs. Supplemental information, outlining the duties and responsibilities the individual (proposed) position should accompany the Position Change Form.

Waiver- Reinstatement Rights: Occurs when an employee has waived their right for reinstatement to their current position, following LTD. Note: a new position number will be given to the employee, and their current number will become vacant.

Other: Any actions not covered in the above descriptions (please describe):

❖ **Create a NEW position** (check appropriate box/description on the Position Change Form):

Indicate the fiscal year (FY___), job title/code. Attach duties and responsibilities for DHRM's classification and approval.

Section 2: Complete this section to initiate advertisement of a position

Please indicate the Position Title, Working Title, Job Code, length of posting, and as applicable, please attach a copy of the ad/notes.