



Position Change Requests

Title Change, Reclassification, or New Position

Click here to review: [Job Descriptions & Pay Grades](#)

Please note:

The Compensation and Classification Committee meets during the fourth week of each month to review requests.

Supervisor Email *

Please enter the COD email of the supervisor for the position being changed.

Supervisors Title *

Please enter the title of the supervisor for the position being changed.

Supervisors Extension *

Director/ General Manager *

Please enter a City of Denton email address.

HBU *

Is this position changing HBUs? *

General Information

Effective Date *

1st Day of a Pay Period

Is this position currently vacant? *

Does this request include a change in pay? *

Request Information

Request Type *

Does this request result in the division of a position into multiple, or multiple positions combining? Please describe that movement and how it brings value to the organization.

All reclassification requests must be discussed with the respective City Manager, Deputy City Manager, or Assistant City Manager PRIOR TO FORM SUBMISSION. By selecting the check box below you are confirming that this discussion has occurred. *

Additional Comments

Required Documents *

Please attach:

- New/Updated Job Description
- Current & Proposed Org Charts
- Other supporting documentation

Drag and drop files here or [browse files](#)

Once this form has been submitted, the supervisor indicated above will receive an email. **The supervisor will need to approve the request** before the request will be sent to Human Resources for review. Thank you!

Send me a copy of my responses

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