

City of Milwaukee – Department of Employee Relations  
**JOB CLASSIFICATION REQUEST FORM**

Please fill out all form fields when applicable with a completed job description (and job analysis questionnaire, if necessary) and email to [derclassification@milwaukee.gov](mailto:derclassification@milwaukee.gov) or interoffice to Compensation at City Hall, Room 706.

Department	
Department Head	

Job Study Contact Information:

HR Contact	
Phone Number	
Email Address	
Supv/Mgr of Incumbent	
Phone Number	
Email Address	

Request Type (Check All That Apply):

<input type="checkbox"/>	Classification	To classify a new position authority as a result of the budget or grant funding
<input type="checkbox"/>	Reclassification	To modify a current position's title and pay
<input type="checkbox"/>	Repurpose	To use a vacant position's funding to a create a new position
<input type="checkbox"/>	Title Change	To modify a position's title only
<input type="checkbox"/>	Reallocation	To modify a position's pay range only
<input type="checkbox"/>	Market Study	To study the market rate of pay of a position
<input type="checkbox"/>	Designation	For example – bilingual, recruitment flexibility, task rate

Title/Position Information As It Is Listed In the Salary/Positions Ordinance:

Current Title	
Current Pay Range	
Proposed Title	
Proposed Pay Range	
Division	
Section	
Number of Positions	
Incumbent(s)	

Changes to duties and responsibilities:

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Changes in the level of work as defined by knowledge, skill, mental or physical effort requirements, responsibility level, or working conditions:

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Program, policy, or organizational changes that have impacted the position and its responsibility level:

Documented recruitment or retention difficulties:

Titles of other positions within the city that may be comparable to the position(s) to be studied:

The impact of this change on other positions in the department:

Any other relevant information:

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_