



**Procedure for Department Reorganization & Reclassification Requests (effective March 1, 2017)**

This procedure shall be used for requests such as departmental restructures/re-orgs, pay grade reclassifications, pay rate changes (other than merits or promotions per policy), job description revisions, etc.

1. The Department Director, or their designee, works with Human Resources to compile the needed HR information. This information may include employee pay rates, proposed pay grade classification changes, HR policy clarifications, job description revisions, etc.
2. The Department Director, or their designee, works with Finance to identify the funding source(s) for the proposed changes.
3. The Department Director submits a written request for the proposed changes, via email, to the Director of Human Resources with a cc to the City Administrator. This step insures that all parties are aware of the details of the request at the initial stages, and provides a basis for subsequent conversations. If the initial information in Steps 1 & 2 was compiled by the Department Director's designee, the designee must go back through the Department Director who will send the email request. Please be sure to include the proposed funding source(s), revised job descriptions, revised org charts, etc. in the email request.
4. The Director of Human Resources will review the Department Director's request and submit a recommendation to the City Administrator.
5. The City Administrator may approve or deny the request or ask for further information.
6. The Director of Human Resources will communicate the decision or the request for further information back to the Department Director.

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