

# **Reclassification Request, Section #1**

## **Employee Sample**

Employee Name: **Jane Doe**

Current Job Classification/Title: **Administrative Assistant**

Union: **UAW**

Department: **Prosecutor's Office**

Total pages submitted (including this page) **1**

You must answer items A-E for **each** missing duty for your packet to be complete. Only completed packets will be considered for reclassification.

Upon completion, submit Section #1 including support documents and Section #2 to [HRReclass@ingham.org](mailto:HRReclass@ingham.org) and, if applicable, your Union representative, before 5 p.m. on the day of your deadline. To determine your deadline, check the Human Resources webpage.

Please number all of the pages being submitted and keep a copy of all the documents you submit.

### **#1 Task missing from current job description: **Process Student Interns****

A. Provide a detailed description of the task:

**Receive intern names and information from Program Coordinator. Put information in a database, call interns if any information is missing. Create a file for each intern, run their background checks, assign passes to each one. Track information in Excel spreadsheet. Help with their timecards and mileage requests. Help them with computer database when they need it. Maintain and distribute intern information to paid staff via an Excel spreadsheet I created.**

B. How much time do you spend each week performing this task?

**2 hours a week (5%)**

C. What circumstances lead to you performing this task?

**I have been processing interns ever since a co-worker quit and her position was eliminated.**

D. How long have you been required to perform this task?

**Approximately 1 year**

E. What is the name of the person who used to perform this task?

**Molly, Smith, Executive Secretary**