



Vacant Position Reallocation Request Assigned A Classification In Either The Classified or
Unclassified Service To Another Classification In The Unclassified Service

PCN: _____ Current Class Code: _____ Current Class Title: _____

Requested Class Code: _____ Requested Class Title: _____

Department Name: _____

Contact Name: _____ CONTACT NUMBER: _____

Please Complete Validation/Justification For Request:

1. Position Background, including division/unit:

2. Reason for this reallocation:

3. Benefit achieved by the department, County and the public:

4. Are there available metrics to measure performance or expected outcome(s):

5. Associated costs estimated with the reallocation:

6. Operational impact to the department if the request is not approved:

Appointing Authority Or Designee Signature*

Date

*Designee should be a Deputy Director, Division Manager or Command Staff.

Send/Return To: Human Resources Department, 150 West Congress Street, 4th Floor, Attn: Classification Team

3/28/2022