

**DELEGATED RECLASSIFICATIONS**

NORTH DAKOTA HUMAN RESOURCE MANAGEMENT SERVICES

SFN 17653 (05/14)

Date Received by HRMS

The decision to reclassify positions between levels of a class series has been delegated to the agency's human resource staff, who will maintain documentation that current duties and responsibilities substantiate the assigned classification.

To process the delegated reclassification, the agency shall complete this form and submit it to Human Resource Management Services (HRMS). HRMS will then make the change in PeopleSoft, sign the form, and return a copy to the agency and employee for their records.

Position Number	Name of Incumbent	Business Unit Number	Department Number
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FLSA Exemption Status (as determined by agency) for work assigned

Nonexempt: ☐Exempt: ☐ Administrative ☐ Executive ☐ Professional ☐ Computer

Current Class Title:

Assigned Class Title:

**Agency Approval and Certification:**

I certify that the work assigned, effective \_\_\_\_\_, is appropriate to the new class assigned.  
(Date)

Signature of Agency Human Resource Staff *(a typed name is considered a signature)*

Date

Human Resource Management Services Approval

Date

Email this document to [hrmsclass@nd.gov](mailto:hrmsclass@nd.gov).  
Refer to N.D. Admin. Code 4-07-03-11 for more information.

Date mailed to employee: