



MEMORANDUM
DHR No. 05-2006

DATE: March 24, 2006

TO: Department Heads
Personnel Officers

FROM: Philip A. Ginsburg
Human Resources Director

A handwritten signature in dark ink, appearing to read "Philip A. Ginsburg", written over a horizontal line.

SUBJECT: Introduction of Revised Electronic Express Classification Form for Classification Requests of New and Substitute Positions in the 2006/07 Budget

In order to better assist departments in preparing for the budget review process, DHR is requesting that those departments wishing classification review of new and substitute positions in their 2006/07 budgets submit a list of positions and supporting documentation to their Client Services Representative as soon as possible.

If documentation was previously submitted for requisition review, a copy of that documentation will usually suffice. If no documentation was previously submitted, departments are requested to submit the Revised Electronic Express Classification Form for new and/or substitute position in their budgets. This new form is available on the DHR Website: www.sfgov.org/dhr.

To simplify the classification process for most positions, DHR has newly revised the Express Classification Form. With the exception of M CCP classes, departments may use the revised Electronic Express Classification Form for positions in all classes. Departments are encouraged to refer to the official class specification as the basis for establishing the duties and responsibilities of the proposed position. However, departments are expected to provide an accurate description of the particular position being reviewed. DHR's Client Services representatives will request additional information or documentation where necessary.

The revised Electronic Express Classification Form is intended to be completed and submitted electronically. Instructions for certification by an authorized department representative and electronic submission to DHR are included on the Form.

Should you have any questions, please contact your Client Services Representative.

Attachment

cc: DHR Client Services Team
DHR Recruitment and Assessment Services (RAS) Team Leaders