

## **REALLOCATIONS**

When additional duties and responsibilities are assigned to a position, it may become necessary to file an updated job description. The reallocation of a position from one job class to another job class results from a determination by the Human Resources Office subject to the review of the Department of Civil Service that a different official allocation must be made for a position. It is important to know that the job duties assigned to a position determine the allocation not the experience of the incumbent in the position. Updating computers and software do not necessarily constitute additional or changed duties as they are typically viewed as work tools. In addition, the incumbent must meet the minimum qualifications for the higher classification.