

Re/Classification Instruction & Routing

Return Completed Forms To:

Office of Human Resources
Bldg. 1 Standing Rock Ave.
PO Box D
Ft Yates, ND 58538
Telephone (701) 854-3826
Fax: (701) 854-8533
personnel@standingrock.org



To establish a new position or reclassify a current position within a Tribal Program or Department, Program Directors or assigned Supervisors shall be responsible for obtaining approval through the routing process of all applicable offices. This process assures all parties involved are aware of the requested changes, and the Program or Department can financially compensate for the request.

Reclassification involves the following steps:

1. Program Director completes "Position Description Information" section on attached form.
2. Attach Job Description and a copy of Program/Department Budget. If this is an established position in your department the most recent performance evaluation must be attached.
3. Submits to Office of Human Resources for re/classification of wage/salary.
4. Human Resources will notify Program Director/Supervisor when complete.
5. Program Director/Supervisor shall review re/classification and concur or deny with stated wage/salary.
6. If Program Director/Supervisor agrees to re/classification, Program Director/Supervisor shall route all attachments; (Concurred Reclassification, Budget, & Job Description) to all forwarding Offices (Contracting Office, Contract Rep., CFO, and Executive Director)

Upon approval from all involved offices, the Director or Supervisor shall submit a Request to Advertise the newly established position to Human Resource Office with attached, approved Job Description. Job Description shall be advertised for two weeks, and Program Director/Supervisor will be notified for set interview date.

- Budget (for intended Fiscal Year)
- Job Description and/or Performance Evaluation (for current position)
- Required Signatures (See Attached)

Process Completed (*Date*): _____

Sent Request to Advertise: _____

Office Use Only:

Received By: _____

Date Stamped In

Re/Classification Routing Slip

In accordance with the Policy 1-2-A (Personnel Policies & Procedures): The Program Director or supervisor shall be responsible for obtaining approval for establishing new or reclassified positions. The new or re-classified position shall only be established after the position has been reviewed by the Human Resource Office and Contract Representative and approval is obtained from the: Executive Director, Chief Finance Officer, and Contracting Officer.

Position Description Information

New Position

Re-Classification

Position Title: _____ Program/Department: _____

Supervisor: _____ Program/Department: _____

Funding Source: _____ Budget Attached: Yes / No

Account Number Assigned: Yes / No Account Number: _____

Human Resource Department

Draft # _____ Date Received: _____ Date Classified: _____

Position Title: _____ Salary Range: _____

Comments: _____

Signature: _____ Date: _____

Requesting Program/Department

Classification Concurrence: Yes / No Draft # : _____

I do not concur because (*please specify*): _____

Will Resubmit: Yes / No

Signature: _____ Date: _____

Contracting Officer

Within Scope of Work: Yes / No

Within Budget: Yes / No

Signature: _____ Date: _____

Contract Representative

Date Reviewed: _____ Account Established: Yes / No

Budget Reviewed: Yes / No Approved: Yes / No Account Number: _____

Comments: _____

Signature: _____ Date: _____

Chief Finance Officer

Date Reviewed: _____

Comments: _____

Approved: Yes / No

Signature: _____ Date: _____

Executive Director

Date Reviewed: _____

Comments: _____

Approved: Yes / No

Signature: _____ Date: _____

Office Use Only:

Date Returned to Human Resources: