

Lubbock County
Position Reclassification/Retitle Request Form

Department: Information Technology Services	Fund#: 01100510	Date: 10/13/2023	FY for request: FY24
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Reclassification/retitle of Existing Position(s):

Current Title	Current Classification	Requested Title/ Classification	Current Pay	Requested Pay	Salary Range
List is on attached PDF					

Are there sufficient funds in your current budget to cover any increases in cost?
Yes

Narrative Explanation of Request:

Putting in skill step structure to help organize responsibility based on experience level.
This request is to add the needed supervisory roles currently performed at team lead level, promote internal growth and to recruit at different skill levels.

Required Attachments:

- ☐ New and Prior Job Descriptions for position
- ☐ Organizational Flow Chart
- ☐ Supporting documentation, statistics, etc.
- ☐ Email entire packet or provide 11 paper copies to the HR Director by noon on the Wednesday prior to the scheduled presentation.

Personnel Recommendations 10/23/2023

Department	Acct.	Re title class	Current	Recommended
ITS	01100510	x	Service Desk Analyst (TE-04)	Service Desk Analyst (TE-03)
ITS	01100510	x	Service Desk Analyst (TE-04)	Service Desk Analyst (TE-03)
ITS	01100510	x	SERVICE DESK LEAD SPECIALIST (TE-04)	Service Desk Supervisor (TE-05)
ITS	01100510	x	SERVICE DESK LEAD SPECIALIST (TE-04)	Service Desk Supervisor (TE-05)
ITS	01100510	x	SERVICE DESK SPECIALIST (TE-04)	Service Desk Supervisor (TE-05)
ITS	01100510	x	ELECTRONIC SYSTEMS LEAD (TE-04)	Electronic Systems Supervisor (TE-05)
ITS	01100510	x	APPLICATION ANALYST (TE-04)	Applications Supervisor (TE-05)