



County of Marin
Temporary Promotion Request Form
Human Resources Department

TO: Human Resources Department

DATE:

FROM: Department & Contact

1. **CLASS TITLE(S):** **CLASS CODE(S):**

INCUMBENT(S):

2. **TEMPORARY PROMOTION REQUEST**

New Temporary Promotion

Extend Current Temporary Promotion

3. **SUPPORTING INFORMATION**

What is the reason for this temporary promotion request?

Vacant Position – Position Number #,

Incumbent in higher classification is absent from duty for extended period of time

Emergency Situation

What date will the employee begin performing the duties of the temporary promotion classification?

4. **SUPPORTING DOCUMENTS**

Personnel Action Form

Temporary Promotion Salary Calculator

Other (Please Specify)

5. **APPROVALS**

Division Chief

Department Head

HR Department Review

CAO Department Approval [As Required]

CLASSIFICATION & COMPENSATION STUDY REQUEST INSTRUCTIONS

1. Indicate the classification(s) for which you are requesting a study be performed, the class code(s), and then the incumbents of the classifications to be included in the study.
2. Indicate, by a check mark, whether the study request is for a new classification, class specification revision, reclassification, and/or compensation review of a classification. The different kinds of studies are defined as follows:
 - New Classification – The department has identified duties that are not represented in and can not be reasonably put into by any of the County’s current classifications. If the new classification is a result of a reorganization proposal, CAO approval must be obtained for the reorganization.
 - Class Specification Revision – The class specification requires updates/revisions to language, classification specific references, essential duties, minimum qualifications, etc.
 - Reclassification – The duties, responsibility and/or work assignment of an employee have significantly evolved over time.
 - Compensation Review – Data is available that indicates the internal alignment and/or external market competitiveness of a classification’s base salary requires review.
3. Provide the supporting information for the study request in order for Human Resources to determine the best course of action.
4. Provide the supporting documents including:
 - Organizational chart that shows the reporting relationships of the classifications and incumbents included in the study request.
 - Budget Change Proposal form if study is a result of a proposal provided to the CAO for consideration and approval.
5. Approval section should contain all required signatures. A classification and/or compensation study request must have department head approval before it is requested. If a classification study request is a result of an organizational study, this form should be routed to the CAO prior to sending it to the Human Resources Department. Upon receipt of this form, Human Resources will send an acknowledgement receiving this requisition to the appointing authority.