



**California Department of Human Resources
Merit System Services
Memorandum**

TO: Department Directors

SUBJECT: Guidelines for Reclassification of Filled Positions	REFERENCE NUMBER: 2022-001
DATE ISSUED: July 19, 2022	SUPERSEDES:

This memorandum should be forwarded to:

Human Resources Directors
Personnel Officers
HR Analysts

FROM: California Department of Human Resources
Merit System Services (MSS) Program

CONTACT: Alysa Stockdale-Hollis, Manager
MSS Program
Email: Alysa.Stockdale-Hollis@calhr.ca.gov

The Merit System Services (MSS) Program is pleased to announce the release of a new policy, *Guidelines for Reclassification of Filled Positions*.

This policy provides clarification on the reclassification process, roles and responsibilities of MSS and county personnel departments, required documentation, and factors considered for evaluation.

Please direct questions regarding information provided in this memorandum to your assigned MSS Analyst via email at MSSProgram@calhr.ca.gov.

/s/Alysa Stockdale-Hollis

Alysa Stockdale-Hollis, Manager
MSS Program

Attachments:
Guidelines for Reclassification of Filled Positions
Reclassification Request Form