

Request #154



- Reclassification or New Stratification Request Form

Status

Approved by CMO

Reclassification Request

A Reclassification Request is used when a team member's position has evolved beyond their current job description. As the needs of our Department and organization change, some roles may require new responsibilities, skillsets, or focus areas. This form helps ensure that the position accurately reflects the work being performed.

New Stratification Request

A New Stratification Request is used to establish a position leveling structure (e.g., I, II, III; Senior; Lead) that does not currently exist in the pay plan. This allows Departments to clearly define growth, progression, and career pathways for roles within the organization.

Note: If your Department already has an existing stratification and you are requesting that a team member move to a different level within that structure, please complete the **Position Change Request Form** instead of this form.

Has this request been approved by HR?

Yes

What type of request is this?

Reclassification

Submitted By

Jewell, Jeff

Department

[Economic and Community Development](#)

Department - Director Name

Jewell, Jeff

This will auto-fill upon Save

Current Information - Reclass

Team-member you are requesting to reclass/change stratification

Anton Borman

Current Position

Custodian

Current Pay Grade

I

Current Salary

Not Applicable for Seasonal Positions

Current Type

Part Time Regular

Proposed Changes - Reclass

Proposed Title - Reclassification

Custodian

Proposed Type

Full Time 1 FTE

Proposed Pay Grade

L

Proposed Salary

Not Applicable for Seasonal Positions

Proposed Effective Date of Change

06-22-2026

Which budget line item will be permanently reduced to cover the costs? If there is no associated cost, please enter N/A.

5000

Reclasses that cannot be absorbed within your current budget (permanent reduction of a line-item to cover the costs) must be submitted during the budget process for review and consideration.

Does this change/modify reporting structure?

No

Explanation of Request

Attachments

To support and justify a **reclassification**, please complete the following:

1. **Attach the current job description with redlined/tracked changes** highlighting proposed updates. *(Required)*

2. **Attach an updated Organization Chart** reflecting the proposed change (if reporting structure is changing).

3. **Optional:** Upload any other supporting documentation relevant to the request.

To support and justify a position **stratification**, please upload the following documents:

• Job Description for each level of stratification

If the File Manager section below doesn't show, You must hit “**Save and Keep Working**” in order to upload files.

[Qb Plugin-Launch File Manager](#)

Approvals/Review

Director Review

Directors, PLEASE add comments before hitting Approve/Deny!

Director Review

Approved

Reviewed By

Jewell, Jeff

Reviewed

06-16-2026 04:08 PM

Director Comments

The CCC has struggled to retain PTR positions, especially for those shifts that are harder to cover such as overnights. Moving the PTR to full time will allow for improved scheduling consistency and allow for the ability to have stronger and more coverage during peak and heavy event time periods. Previous conversions from PT to FT in the past have resulted in longer employment terms and has been proven to be successful. With PTR positions, there are associated costs with replacement and vacancies that we believe this full time position will help ameliorate.

HR Review

https://newbraunfels.quickbase.com/db/bvcn79y54/form?a=dr&rid=154&dfid=10&name=printform&ifv=1

2/3

HR Review

Approved

Reviewed By

Miears, Becca

HR Notes

HR is supportive of this request. Jeff identified the Utilities line item in the Civic and Convention Center budget to absorb the \$4,660 cost difference to combine their existing PTR Custodian and PT Event Attendant. Finance can confirm the funding. Thank you!

Reviewed

06-17-2026

Finance Team

Finance Notes - Please detail where cost savings have been identified or other important financial notes

Civic Center has room in their budget to move the funding from utilities to salaries.

CMO Review

CMO Email

JMatney@newbraunfels.gov

CMO Notes

Review

Approved

Reviewed By

Reviewed