



Human Resources
Total Rewards & Workforce
Planning

RECLASSIFICATION LUNCH & LEARN

PRESENTATION 2025

Presented for:
APS STAFF MEMBERS



Supervisor Responsibility



None

Does not supervise employees



1-2 Employees

1-2 Employees responsible for work outcomes



Team/Group

Single Dept

- Team Group: Responsible for a team or subgroup
- Single Department: Engagement of a single department



Multiple Depts

Responsible for the engagement of leaders and a large group of employees across multiple functions.

Financial Impact



Limited

Authority up to \$25,000 or small activity fund



Moderate

Authority up to \$1M or single team



Full

Authority up to \$10M or a department/division



Multiple Depts

Responsible for the engagement of leaders and a large group of employees across multiple functions.



Financial Impact Accountability

Very Low: Makes routine decisions such as ordering supplies for a team

Low: Monitors budgets or fiscal resources for self or small team with limited discretion on how funds are spent.

Moderate: Monitors budgets or fiscal resources for a large program, or department.

High: Oversees multiple budgets or fiscal resources and develops budget proposals. Oversees individuals who perform routine financial or accounting functions.

Very High: Administers complex budgets and fiscal resources for large departments and may report budget information to the school board.

Asset Management

01

Individual

Computer, phone, copier, etc

02

Small Group

Curriculum materials,
school devices, Pcard,
technology, etc.

03

Multiple Depts

Provide input on the
procurement of assets,
maintaining or repairing
assets

04

District

Bus Fleets, IT equipment,
provide oversight and is
accountable for
procurement and
management of assets

Scope of Customer Interactions



Very Low / Low

- Very Low: does not interact regularly outside of immediate work group
- Low: Regular interaction with a small team or group of customers



Moderate

Interactions with a department, multi-site customer group, or mid-sized group



High

Regular customer interaction with a defined, district wide customer group or large group of external stakeholders



Very High

Interactions with multiple customer groups both internal and external to the district



Types of Customer Interaction

Limited: Interactions are characterized by brief answers or explanations

Moderate: Provides information to or obtains information from customers on projects

Significant: Provides information to or obtains information from customers on projects or processes

Extensive: Regularly acts as an official district representative for critical, confidential, and/or controversial topics

Decision Making (Discretion)



Limited

Decision making is limited to routine decisions according to specific procedures



Moderate

Has the freedom to make a wide range of decisions without supervisory participation



Full Discretion

Responsible for making decisions requiring independent action to deal with complex factors.

Problem-Solving

01

**Routine /
Limited**

Primary job function is consistent

02

Regular

Owens work streams and daily tasks are varied.

03

Novel

Job responsibilities are broad in nature and involve coordination with several unrelated groups or departments.

04

Organizational

Job functions are broad in nature and impact the organization as a whole

Working Conditions



Low

Acceptable working environment with limited exposure to disagreeable elements



Moderate

Moderate exposure to disagreeable elements



Considerable

Considerable exposure to disagreeable elements. May have moderate to serious consequences on physical safety or well being.

Physical Demands

01

Rarely

Acceptable working environment with limited exposure to disagreeable elements

02

Occasionally

Moderate exposure to disagreeable elements

03

Frequently

Considerable exposure to disagreeable elements. May have moderate to serious consequences on physical safety or well being.

04

Constantly

Considerable exposure to disagreeable elements. May have moderate to serious consequences on physical safety or well being.

January 2, 2025	Discussions with the Staffing Director and hiring manager. The APS Reclassification Questionnaires for the FY26 budget cycle will be active and available on the HR compensation website.
February 7, 2025	Lunch and Learn CLL Auditorium 12:00 PM to 1:00 PM
March 10, 2025	Final day to submit the reclassification questionnaire for consideration. Must be sent to the HR Compensation Department electronically via the Compensation email address (Compensation@atlanta.k12.ga.us).
February 22, 2025 - March 24, 2025	The compensation team will evaluate the reclassification forms received by the deadline.
March 31, 2025	The compensation team will provide the Chief Human Resources Officer (CHRO) with recommendations from the reclassification process.
April 2025	Recommendations from the reclassification process will be submitted to the Superintendent for approval.
April 30, 2025	Human Resources submits final recommendations to Finance to be included in the proposed budget for FY26.
June 18, 2025	A final decision of reclassification requests will be communicated to employees and supervisors after the Board adopts the FY26 budget. Final decisions will be implemented with the FY26 budget.

How Did we Do?



Please use this Barcode for a quick survey
regarding today's presentation...



THANK YOU FOR ATTENDING

If you have any further questions, please don't
hesitate to reach out to us.

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THANK YOU