



Central New Mexico Community College

# Reorganization Checklist To Be Completed By Department



<b>Division:</b>	<b>Department:</b>
<b>HR Consultant:</b>	<b>Senior Budget Analyst:</b>

Consult with HR

Assess departmental needs and the organizational structure needed to meet goals and objectives

Draft new organization chart, listing position titles only (structure may be completely different, new positions, updated positions and should align to meet department goals and objective)

Create list of new job descriptions that are needed and existing job descriptions that need to be updated - include recommendations on job descriptions and qualifications

Determine if current employees have the skill set and meet qualifications for new positions, map employees to new positions

Determine what employees will be impacted and the positions being eliminated

Meet with Human Resources (HR) Department and present the following:

- Current organization chart
- New organization chart
- List of new job descriptions needed
- List of current job descriptions that need to be updated
- Proposed/recommendations for job descriptions (duties, responsibilities, minimum qualifications)
- Review mapping of employees to new positions
- List of employees impacted

HR creates budget worksheet and schedules a meeting with the Budget Department for review

Meet with Budget and HR Department

HR submits reorganization proposal to Executive Team for approval

Once approved HR meets with the department to develop communication plan, prioritize reorganization in phases according departmental needs, HR creates prioritization tracking sheet

HR works with the department to update job descriptions, HR classifies positions, submits to Executive Team for approval

HR creates communication for employee(s) and submits paperwork to Budget and Payroll Departments for processing

