



SECTION: HR
TOPIC: TITLE CHANGE
GENERAL
OCTOBER, 2024

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: TITLE CHANGE OF A POSITION OR CLASSIFICATION

DEFINITIONS:

Title Changes are defined in Dane County Ordinance, Chapter 18: Section 18.04; as,

“(44m) Title change shall mean a change in the title of a position or classification based on market reasons that demonstrate a change is necessary to more accurately describe the work that a position or classification performs. A title change does not mean a change in the position or classification’s responsibilities or salary range.”

Forms Needed

Request for Title Change Memo

Current Position Description

1. Only request a Title Change if the new title will better reflect the majority of the work being completed by the position or classification. Requesting a new title to cover “other duties as assigned” is unnecessary.
2. If the Title Change request is due to a change in industry standards or nomenclature, please also supply evidence of that (ie. Other job postings).
3. A Title Change request cannot be based upon a change of job duties.
4. Keep in mind that requesting unusual job titles may hurt since many applicants use databases to sift through keywords when searching for jobs.
5. The request and position description will be reviewed to determine if the new title accurately describes the role of the position or classification.
6. The Director of Administration may approve these requests without a resolution to the County Board.