**MEMORANDUM**

**To:** DAS CHRO, Classification and Compensation Unit

**From:** Minnie Mouse, Department of the Happiest Place on Earth

**Date:** 10/18/2022

**Subject:** Classification Analysis – Job Family Change Request

**POSITION DATA**

WD Position Number: 001234

Incumbent: Daisy Duck

OR Number: OR012345

Supervisor: Goofy

Service Type: MMS

**BUSINESS NEED / BACKGROUND**

[This section details what has changed that has created the need for a different job family. Please provide detail as to what has changed with the position since the original allocation.]

**JOB FAMILY CONSIDERED**

**Business Operations**

**Communications**

**Government Affairs**

**The Business Operations Manager** provides oversight and direction to programs, operations, and service delivery by planning, organizing, and managing the operations of multiple, unrelated functions or specific and unique programs.

**The Communications Manager** plans, organizes, and manages the operations of internal and external communication services in a state agency. The Communications Manager develops, implements, and manages a variety of complex media, public relations, marketing, outreach, engagement, and communications initiatives.

**The Government Affairs Manager** advises and informs the Governor on key policies, positions, and potential areas of concern within the wide range of national and state issues. Positions also provide leadership and direction from the Governor’s Office to state agencies, boards, and commissions.

**ANALYSIS / CONCLUSION OF SERVICE TYPE:**

**Recommended Job Family**: **Government Affairs Manager**

This position advises and informs the Governor on key policies, positions, and areas of concern in a wide range of national and state trends related to local economies, attracting tourism, and effectively bringing new businesses to our state. This position provides leadership and direction from the Governor’s Office to state agencies, boards, and commissions involved in a variety of related operations including recreation, tourism, the economy, and transportation.

The Business Operations Manager is not the correct job family because… [provide a narrative of why this position and its duties do not align with the Business Operations Manager job family.]

The Communications Manager is not the correct job family because… [provide a narrative of why this position and its duties do not align with the Communications Manager job family.]

**The Government Affairs Manager** **is** **the correct job family** because… [provide a narrative of why this position and its duties align with the Government Affairs Manager job family.]

**FLSA**

No Change

**SERVICE TYPE**

No change