



Department of Shared Administrative Services Office of Personnel Management

Policy Title: Classification Realignment

Policy Number: 69

Authority: Ark. Code Ann. § 21-5-203 and § 21-5-214

Issued Date: August 14, 2025

A classification realignment is a change of a position to a classification within a different job series. The Office of Personnel Management (OPM) may approve a request to realign a position between legislative sessions to ensure proper position classification or to address operational needs not previously anticipated by the department or agency.

Reasons to Request a Realignment

1. The department or agency has implemented an organizational restructuring
2. There is a significant change in job functions or responsibilities
3. An employee has been involuntarily demoted
4. The department or agency needs to utilize an extra-help position
5. The department or agency presents an extraordinary circumstance not contemplated above

A position may be realigned to a title in a different job series if the requested title has the same or lower entry pay level than the authorized position. No position will be realigned to a classification on the Executive table.

If an employee's salary is higher than the maximum pay level of the realigned position, the employee's salary will be capped at the maximum pay level of the requested position, unless the salary is otherwise legislatively permitted or established.

Required Documentation

The following must be submitted to OPM to request a classification realignment:

1. [Classification Realignment Request Form](#)
2. Detailed justification why the position is no longer needed as authorized

All classification realignment requests will be thoroughly reviewed and OPM has the right to request additional information or send the form back to the department if an incomplete request is submitted. After the realignment has been approved by OPM, the change will be entered into AASIS.

A position that is realigned during the interim between legislative sessions shall remain at the realigned classification. This includes requests to realign a position back to its authorized title if the position was implemented as a different title during the FY26 pay plan.