Q: “I seem to be experiencing an increase in responsibility without any change in title or pay. I work for a large healthcare company which is headquartered in another state. In addition to myself, our office includes a part-time assistant and a newly-hired employee.

“Although the new employee and I have the same title, our boss has made me the lead person in the office. He expects me to coordinate communications and ensure that everything runs smoothly. We will soon be hiring another person, making me responsible for three employees. This would seem to warrant a promotion, but I’m not sure how to broach the subject.” Hesitant

A: In human resources terms, you are asking for your position to be reclassified, which seems like a reasonable request. In any large organization, however, reclassification to a management position is likely to be governed by specific policies and procedures.

When recruiting begins for the third employee, talk with your boss about the possibility of a promotion. If he turns you down, ask him to explain the requirements for becoming a supervisor. But above all, do not be shy about making this request. People who wait for management to “do the right thing” often wind up waiting a long, long time.

Are you hoping for a promotion? Here are some suggestions for getting ahead: How to Impress Senior Managers.