

Position Control

Section 4.1

PURPOSE

To establish the administrative procedures for administering the City's annual budget to ensure that the number of personnel employed by each City department does not exceed the number approved by the City Council; to establish administrative procedures for the assignment of position numbers, transfer of positions, elimination of positions, modification of positions, under fill or overfill of positions, addition of positions, and reclassification of positions.

POLICY

The annual budget, as adopted by the City Council, sets forth by classification and job code the number of positions (for full-time) or the full-time equivalent (FTE) staff hours (for part-time and/or temporary employees) authorized for each department.

The HR/RM Department will maintain a system of personnel position control to ensure that the authorized staffing levels are observed in cooperation with the Finance Department.

Department Directors are accountable for administration of their budgets and for ensuring that requested positions and position control actions are in compliance with their Department's approved budget.

Requests for replacement of vacant budgeted positions will be reviewed and approved by the City Manager and may, if conditions warrant, be audited to determine Department staffing needs or review of overall staffing needs by the HR/RM Department and/or the City Manager's Office.

Requests to under fill or overfill budgeted positions will be accompanied by a memo stating the reason for the under fill or overfill and listing the job functions that will be performed at the higher or lower level classification. The HR/RM Department will authorize such requests and ensure the classification is within the same job family or career path and the proposed job functions are appropriate for the proposed classification.

Requests for transfer of positions (and incumbents, if applicable) and for the modification of status for budgeted positions will be subject to approval by the City Manager's Office and, where applicable, approval of the relevant union.

The addition, elimination, or reclassification of personnel positions authorized in each Department will be by recommendation of the City Manager. The HR/RM Department will maintain and control all additions, eliminations, or reclassification of positions to or from the position control system.

Position control actions may include one (1) or more of the following categories:

- Assignment of position number / job code – approved by City Manager's Office
- Transfer of a position (across Departments) – including the incumbent, if applicable
- Elimination of a position
- Modification of a position (i.e., status change, bargaining unit update, classification standard/job description)
- Underfill or overfill of an approved or budgeted position
- Reclassification of a position

OPERATIONAL PROCEDURE**Department Head**

Administers departmental budget and ensures that actions to fill budgeted positions are in compliance with approved budget.

Prepares and forwards to the City Manager's Office the appropriate forms for the transfer of a position, elimination of a position, or modification of a position.

Prepares and forwards to the City Manager's Office a *Personnel Requisition Form* to fill vacant budgeted positions or to add a position. If the position is an under fill or overfill the *Personnel Requisition Form* must be accompanied with a memo stating the reason for the under fill or overfill and list the job functions that will be performed by those in the applicable classification.

City Manager's Office

Reviews position control actions for justification, funding and budget impacts.

Approves or denies requests and may request additional information. If approved, sends request to HR/RM for action.

HR/RM Department

Monitors position control actions to ensure the number of personnel employed by each Department does not exceed the numbers approved by the City Manager or City Council.

Conducts approved classification studies/requests in accordance with the *Reclassification Policy*.

Conducts approved reorganization studies.

Determines if the overfill or under fill is appropriate (i.e., follows same career path) and whether proposed job functions are appropriate for the proposed classification.

Updates the Position Control System as required (inactive budgeted positions and create underfill and overfill positions) and assigns new position control numbers. Processes all Position Control System actions in accordance with established procedures and in coordination with Finance Department.