

Chapter 1: Positions and Recruitment

Key Terms You Need to Know for Chapter 1

- **Personnel Classification System-** a list of established positions in the college approved by the president and or the Board of Regents and maintained by the Human Resources Office.
- **Office Head-** a managerial position that is recognized in the organizational chart of the college as having executive authority in program direction and development and is head of an office unit.
- **Limited Term Appointment** – temporary employment without the normal benefits; will not exceed one year.
- **Educational Institutional Master Plan** – the five-year integrated master plan of the college.
- **Accreditation Standards** – requirements of the accreditation commission that all accredited colleges must meet or exceed.
- **College-Wide Strategic Plans** – five-year plans of the college.
- **Annual College-Wide Priorities** – goals the college determines as priorities for each year for funding allocation and activities.
- **Major Functional Duties** – important responsibilities of a position where the majority of time and effort will focus.
- **Personnel Position Requisition Form (PPR)** – this form initiates the request by an office head for an additional position.
- **Request for Establishment of New Position Form** – this form initiates the request by an office head to establish a position in the personnel classification system.
- **Work Standards** – required level of work output and performance in one given area.

Frequently Asked Questions	
<p>✓ What forms do I need to use to request a new position?</p>	<p>✓ If this position is not in the personnel classification system yet, you will need the Request for Establishment of a New Position Form.</p> <p>✓ If the position already exists in the personnel classification system, you will need a Personnel Position Requisition Form.</p> <p>✓ You can retrieve a copy of either of the above forms from the college website, from a hard copy of this manual or from an HR staff member.</p>
<p>✓ Where do I find out if the position I want is already established in the classification system?</p>	<p>✓ You can check with the Human Resources Office by telephone, email or in person.</p>
<p>✓ What forms must I use to request a Personal Services Contract Position?</p>	<p>✓ You will need to use the Request for Use of Personal Services Contract. You can also retrieve a copy from the college website, from a hard copy of this manual and from an HR staff member.</p>
<p>✓ Who needs to approve my request for a new position?</p>	<p>✓ The request for establishment of a new position that is not yet in the personnel classification system must first be endorsed by your vice president, then reviewed by the HR director and, finally, approved by the president.</p>

Frequently Asked Questions

	<ul style="list-style-type: none"> ✓ The request for a new additional position that already exists in the personnel classification system is endorsed by your vice president and approved by president’s Cabinet.
<ul style="list-style-type: none"> ✓ Who should initiate the request for a new position? 	<ul style="list-style-type: none"> ✓ An office head is responsible for initiating the request for a new position by filling out the appropriate request form.
<ul style="list-style-type: none"> ✓ Who should create the position description for a new position? 	<ul style="list-style-type: none"> ✓ The supervisor for that position.
<ul style="list-style-type: none"> ✓ Who will inform me if my request for new position is approved? 	<ul style="list-style-type: none"> ✓ Your vice president will inform you when a decision is made on your request.
<ul style="list-style-type: none"> ✓ What forms must I use to request a personal services contract position? 	<ul style="list-style-type: none"> ✓ You must use the Request for Use of Personal Services Contract. You can also retrieve a copy from the college website, from a hard copy of the this manual, or from an HR staff member.
<ul style="list-style-type: none"> ✓ Where do I send my request for approval of a limited term position? 	<ul style="list-style-type: none"> ✓ You need to send your completed Request for Use of Personal Services Contract to your vice president.
<ul style="list-style-type: none"> ✓ What is the most common reason why requests for new and additional personnel are denied? 	<ul style="list-style-type: none"> ✓ Denial usually has something to do with insufficient budget, failure to directly address current priorities, and failure to link the request to assessment results.

A Caution Before You Proceed in this Chapter

All requests to create a new position or to add an existing position are subject to whatever budget restrictions may currently be in place (such as a hiring freeze).

*Be sure to consult your own vice president about such restrictions **before** you begin working through the procedures described below.*

How to Create a New Position

An office head may propose the establishment of a position that *does not currently exist* in the personnel classification system. Office heads may also wish to use an existing position in the personnel system to add a new **position into their budget for future fiscal years. For each**

request follow the three steps below to ensure consistency of the review process and correct placement of individual positions.

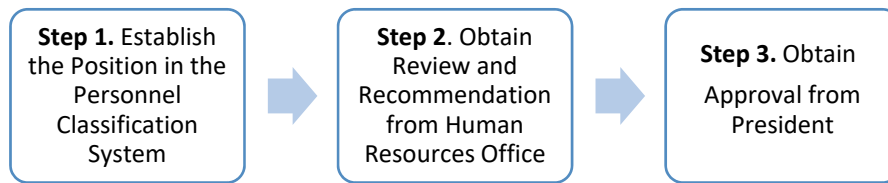


Figure 1.1. The Three Basic Steps to Create a New Non-Faculty Position

Step 1. Establish the Position in the Personnel Classification System

When an office head identifies a needed non-teaching position in the office and when such a position does not currently exist in the personnel classification system, the office head will follow these steps to establish such a position.

Complete a Request for Establishment of New Position Form

The office head will obtain and complete a [Request for Establishment of New Position Form](#). The form can also be obtained from a staff member at the Human Resources Office or its representatives at the state campuses (administrative and secretaries to the campus deans/director). Once your form is completed, attach the organizational chart and endorsed memorandum and submit them to the Office of Human Resources for review and recommendation.

Step 2. Obtain Review and Recommendation from Human Resources Office

When the Human Resources Office receives the packet, the staff will date and initial it. The review will include a review of the following standards.

Standards of Review

- ✓ Is the packet complete?
- ✓ Does the purpose of the position meet any required accreditation standards, established work standards, relevant college-wide strategic plans, section of the IEMP, or annual college-wide established priorities?
- ✓ Are the major functional duties currently present in an existing position?
- ✓ Is the title appropriate per the functional duties and office/college?

- ✓ Do the recommended minimum requirements sufficiently/accurately address the functional duties and purpose of the position?
- ✓ Is there a plan for a budget stream to support this position?

Based on the review of the packet, the HR director will take one of the following four actions:

- ✓ Determine that a request meets all the standards above and will recommend to the president that the position be placed in the personnel classification system and note an initial salary or salary range for advertisement and recruitment purposes. The HR director will attach the packet to a memo that details the review process and analysis and ends with a recommendation.
- ✓ If necessary, contact the person making the request to obtain additional information or clarifications.
- ✓ Determine that a request does have merit, but some parts are not relevant or appropriate as recommended by an office head. The director will communicate with the office head to share the initial findings and gain consensus on a different position identified to fulfill needs. Such consensus shall be noted in writing and attached to the packet along with a memorandum from the HR director to the president.
- ✓ Determine that a request does *not* meet all the standards above. Such a request shall be forwarded to the president with a memorandum from the HR director that details the review process and analysis that led to the conclusion.

Step 3. Gain Approval from President

Upon receipt of packet and memorandum from HR director, the president will review and make a final determination. The hard copies of the request stamped with the president's decision will be included on the HR director memorandum and returned to HRO for implementation.

How to Request an Additional Position

When a teaching or non-teaching position already exists in the personnel classification system, follow these steps to build that additional position into the office budget.

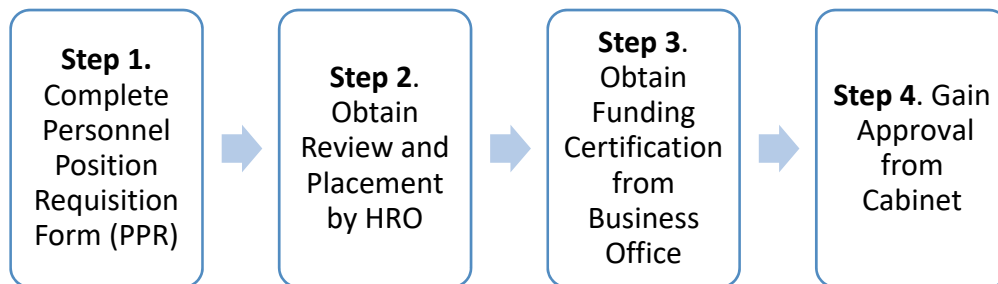


Figure 1.2. Basic Steps to Add an Existing Position