## Classified **Planning Process for Vacancies and New Positions**

### **Flowchart**

### 1. Requester Initiates the Process

Manager performs a thorough analysis of resource needs and comments on opportunities for efficiencies.



2. Justification by Manager &

# Approval by VP

#### Supports...

- 1. Mission
- Strategic Goals 2.
- **Core Services**
- 4. Operational Efficiency

If new, need should be identified in a planning document, ex: program review or grant program plan.



**Existing Position** 

Manager obtains the vacant position control number from org chart.

## 3a. Reclassification, Restructure, Conversion or New Position(s)

- 1. Manager reviews proposed operational justification with Human Resources
- 2. HR determines job, labor group, FTE change with seniority, Administrative Procedure/Board Policy (AP/BP), and Classified Classification and **Reclassification Review Committee** (CRC) impact and if a new/revised job description is needed.
- 3. If applicable, review and scoring through CRC for new/revised job description and recommended/adjusted salary.
- 4. Negotiation Process and CSEA Ratification, if applicable
- 5. HR Analyst will provide Informational Memo Template and a new/revised job description, if needed

## 4. Cost & Funding Source

#### Meet with Budget Analyst:

- 1. Confirm available funds
- 2. Meet the restricted funding objectives
- Identify funding source: General or Restricted Funds
- 4. Complete a Budgetary Implication Form

## Confirmed - Fiscal Services

### 5. Manager prepares the **Informational Memo**

6a. Informational Memo reviewed by VP of HR & VP of Admin Serv.

6d. Board of **Trustees** (Approval)

7. Manager Submits **NeoGov Request** 

Indicate in NeoGov "Justification" area that the steps were completed. Include position control number. If this is a new position or a restructure, Fiscal Analyst/Conf will issue a position control number.

## **Begin HR Process** After NeoGov approval,

manager works with HR specialist on recruiting plan

6b. Planning & **Budget** (Informational & Feedback) 6c. President's Council (Informational & Feedback)