## AP 6903 Position Control

**References:**
BP 7120 Employee Recruitment and Selection
AP 7120 Employee Recruitment and Selection
AP 7120A Recruitment and Selection for Executive Management Employees
AP 7120B Recruitment and Selection for Management Employees
AP 7120C Faculty Hiring
AP 7120D Recruitment and Selection for Confidential Employees
AP 7120E Recruitment and Selection for Classified Employees

The Position Control process is intended to ensure that all required funding for new positions, replacement positions, reorganized positions, and reclassified positions, and other budget-related personnel matters are available, and are properly allocated and attached to the position.

"Position Control" refers to a system of tracking information based on positions rather than employees. It allows the District to create a framework of positions for all the jobs within an organization, whether or not a current incumbent is in a specific job. Having a flexible and comprehensive position control system plays a key role in productivity and fiscal control. As a staffing tool, a position control system provides department managers, administration, and human resources the ability to appropriately place personnel.

Each position has its own unique identification (i.e., position number) and is separate from the incumbent(s) in that position. In other words, information about the position can be tracked over time regardless of changes to the incumbents' history, full-time equivalent ("FTE") distribution, termination, or other elements. This allows for position history tracking separate from the changes to any particular incumbent. The process can be tracked even when there are no incumbents to fill specific positions.

Using position control, budgets and analyses are based on positions rather than employees. Positions are approved for a fiscal year and must be tracked whether or not they are filled. By defining a budgeted cost for each position, incumbent costs can be compared against those budgeted for the position. As incumbents grow and change jobs within an organization, their job title, salary and other attributes also tend to change. However, the position the incumbent was in will remain intact absent an action to eliminate or modify. It will maintain the budgeted cost independently from the changes to the incumbent(s) that have spent time in that position.

## Purposes of Position Control

- To reserve salary, funding type, headcount, and FTE budget data on positions
- To serve as a budgetary tool to ensure that adequate funding exists to support staffing plans, and to ensure fiscal stability
- To maintain a history of position holders
- To show vacant and filled positions

## Definitions

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| Fringe Benefits: | Benefits received by an employee in addition to salary (for budgeting purposes, this also includes payroll taxes). |
| General Funds: | Unrestricted funds. |
| Restricted Funds: | Funds which are to be expended to meet grant or categorical program requirements. |
| Auxiliary/Ancillary Funds: | Funds which are associated with recognized District organizations. |
| Temporary Funds: | Funds which are generally available only for one year or less. |
| Required Funding: | Salary and fringe benefit costs. |
| Replacement Position: | A funded position that had an incumbent in the last 12 months. These positions may also have had an incumbent over 12 months ago, with administrative approval, in special cases where a reorganization is actively pending. |

## Recruitment

All recruitments are to be processed according to these Position Control procedures. Such procedures are designed to link personnel with payroll processes to ensure that recruitments remain within the District's authorized budget.

1. It is the duty of each department and division to submit a request for recruitment to Human Resources. All recruitments, whether new or replacement, shall be discussed in Chancellor's Cabinet.

2. Position Requests:

   a) Replacement Positions:
      Include position number, name of current or most recent incumbent, and fund source.

   b) New Positions (includes Acting, Interim, and Temporary Positions):
      Allow a two-meeting review cycle of the Chancellor's Cabinet to facilitate regulatory review and approval prior to the Board consideration.
      i. Unrestricted General Fund (UGF). Include fund source, closed position number and/or other specific fund information.

ii.   Restricted General Fund (RGF)/Categorical Funds. Include identification of grant source, and restrictions concerning amount, and time-frame.

iii.   Auxiliary/ Ancillary Funds. Include source and position number.

c) Reorganizations, Out of Class Assignments, Reclassifications, and Transfers. Upon approval of the Vice Chancellor of Human Resources, HR staff will create and process ePAFs for these positions which need to identify the funding source.

i.   UGF:  Include fund source and position number.

ii.   RGF/Categorical Funds: Include identification of grant source, and any restrictions concerning amount and time-frame.

iii.   Auxiliary/Ancillary Funds: Include fund source and position number.

(d) Other Funding Source Changes. Department staff to create and process ePAFs for these positions which need to identify the funding source.

i.   UGF: Include fund source and position number.

ii.   RGF/Categorical Funds: Include identification of grant source, and any restrictions concerning amount and time-frame.

iii.   Auxiliary/Ancillary Funds: Include fund source, position number and/or other specific fund information.

3.  If the Chancellor's Cabinet authorizes a hiring action, a requisition must be submitted in NEOGOV for processing and routing for the appropriate levels of approval.

a)  To facilitate processing, the requisition must identify department, position title, assignment dates, funding source, and estimated salary. It must be signed by the department head(s) and division responsible for the budget.

b)  Upon review, the College or District Budget Office verifies that the budget is adequate for the assignment. The requisition is then routed to the District Budget Office for subsequent review and processing. The verification process must include validation that the position number has, or will have, funding to support the recruitment. The District Budget Office will place a temporary hold on the estimated funds from this account until the position is filled and/or the request is withdrawn or denied.

c)  The District Human Resources is to consult with the District Budget Office to verify the information in NEOGOV and assign a position number for recruitment.

i.   For new positions, a new position number is assigned.

ii.   For existing positions, validation of budget takes place.

iii.   Position numbers that have been closed must be formally funded and re-opened.

4. Once the position, whether new or existing, is offered and accepted, the District Human Resources completes the final processing, preparation for inclusion into the Board Agenda, and filing.

## **Position Control Review and Maintenance**

Position Control needs regular review, including processes which update the information within Banner to provide the most current data possible. All positions will be part of an annual review which will take place by the end of February (prior to budget development). Position Control details can be reviewed using Argos [Report name: "Detail Projected POSN Budget – NYSDPPB"]. Comments in NBAPOSN can assist in identifying any potential issues.

NBAPOSN, NBAJOBS, and NBAPBUD are integral to maintaining an accurate Position Control. The District Human Resources Department is responsible for maintaining and reviewing NBAPOSN and NBAJOBS. The District Fiscal Department is responsible for maintaining and reviewing NBAPBUD. The information in these three Banner pages need to be in sync in order to have an accurate Position Control. Use Argos (REPORT NAME: Position FOAPAL Comparison PBUD to JOBS (Argos)) to audit NBAPBUD and NBAPOSN.

Positions may remain open for 12 months from the date the position was vacated. If there has been no activity, the position will be evaluated to determine if the position will remain open or if it will be closed. If a position has been vacant for 12 months, and upon review, the College President or Chancellor determines that the position does not need to stay open and it is not being reorganized, the position will be closed. The budgeted amount for the closed position where funding is not eliminated for budget constraints will be transferred into a holding account (Designated organization codes will be created by District and College Business Offices.) This holding budget number will then be used by the District sites to fund the creation of any new positions. The review staff will create a summary document that will delineate the status and recommendations of positions. The summary document will be submitted to the President or designee and the Chancellor or designee.

Each College and District HR managers are responsible for the accuracy of all active positions. All District sites (Colleges and District Office) will be subject to a regular scheduled audit to ensure compliance.

## **ePAFs With A 00 Suffix**

College staff are responsible to include District Budget (Budget Accounting Analyst or District Budget Director) in all ePAFs with a 00 suffix. College Business and Human Resources Offices are responsible to review the ePAFs to ensure the correct budget number is listed and the inclusion of District Budget staff in the approval queue. This allows the District staff to amend NBAPOSN and NBAPBUD. District Budget will amend the comment section of the NBAPOSN with any exceptions for positions without an incumbent (Out of Class, Interim or Acting Hold, Reorganizations, Temporary).

**Summary**

Audit reports and specialized summary reports are available for managers to monitor budgeted accounts and positions each month. The Finance Budget and Year-to-Date Expenditure Cube report provide information on the budgets, expenditures, and commitments of a department for the fiscal year. A Personnel Costs Detail Cube report is also available on personnel expenditures which provides specific payroll information.

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