

Coast Community College District ADMINISTRATIVE PROCEDURE

Chapter 6 Business and Fiscal Affairs

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

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, flexible position control provides department managers, administration, and human resources the ability to appropriately place personnel. Each position has its own unique identification (position number) and is separate from the incumbent(s) in that position. 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.

PURPOSE

- To hold 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

PROCEDURE

All assignments are to be processed according to these Position Control procedures. Such procedures are designed to link personnel with payroll processes to ensure that assignments 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 position hiring, whether new or replacement, shall be discussed in Chancellor's Cabinet.
2. Position Requests:
 - a) For Replacement Positions:
 - i. Include position number, name of current or most recent incumbent, and fund source.
 - b) New Positions:
 - i. Allow a two-meeting review cycle of the Chancellor's Cabinet to facilitate regulatory review.
 - a. Unrestricted General Fund (UGF). Include fund source, closed position number and/or other specific fund information.
 - b. Restricted General Fund (RGF)/Categorical Funds. Include identification of grant source, and restrictions concerning amount, and time-frame.
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 Campus or District Business 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.
 - c) The District Budget Office verifies the information on NEOGOV and assigns a position number. Once the data is verified, the District Budget Office provides a position number or validation to District Human Resources 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, Human Resources completes the Personnel Action Form (PAF) for final processing, preparation for inclusion into the Board Agenda and filing.

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.

Ratified June 17, 2015

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