

# MONO COUNTY ADMINISTRATIVE POLICY AND PROCEDURES MANUAL

<b>Subject:</b>  PERSONNEL POSITION REQUESTS	<b>Policy Number:</b> C-6	<b>Page Number:</b> Page 1 of 3
	<b>Date Approved:</b>	August 15, 2023 (R23-068)
	<b>Revisions:</b>	

## PROCEDURE

### 1. General

Requests for new positions, either full or part-time, extra-help or advanced step hire require authorization from either, both, or all the following: County Administration, Human Resources and / or the Board of Supervisors.

### 2. New Position Requests

New position requests are typically made only during the annual budget process and always require approval of the Board of Supervisors, Chief People Officer and County Administrator.

- A. Requests shall be made on a Request for Position Allocation Change form (PAC) provided for that purpose by Human Resources. Requests shall include the proposed classification for the position sought, hours to be worked, estimated salary and benefit costs, funding source(s), a narrative justifying the need for the position and any other items requested on the PAC.
- B. The PAC shall be submitted first and discussed with Human Resources for its review and recommendation. Once review is complete, Human Resources will communicate its recommended approval or alternatives to the requesting department. The document will then be forwarded to the County Administrator for approval.
- C. Requests approved by the County Administrator and Human Resources shall be processed in one of the following manners:
  - i. All new position requests received as part of the annual budget process shall be submitted to the Board of Supervisors during budget hearings, with a recommendation for funding.
  - ii. Position requests received outside of the annual budget process shall only be considered if there are unique circumstances which make delay undesirable, as determined by the County Administrator. Requests shall

be submitted to the County Administrator and Human Resources by the requesting department. If supported by the County Administrator and Human Resources, the department shall prepare a Resolution Authorizing Amendment to the Allocation List, on a template provided by County Counsel and amend the request for Board approval.

- D. To fill an approved position, the requesting department must complete a Request to Fill Open Position form, available from Human Resources, or online, and submitted to the County Administrator and Human Resources for approval.

3. Extra Help Position Requests

Extra Help requests shall be submitted to the County Administrator using the Request to Fill Open Position form. Extra Help employees may work no more than 960 hours in any fiscal year unless an exception has been granted by the Chief People Officer.

Retired PERS members may not work more than 960 hours in any fiscal year and are subject to other limitations as set forth in the PERS law. There will be no exceptions granted for this group.

4. Vacant Positions

Requests to fill vacant positions shall be submitted to the County Administrator using the Request to Fill Open Position form. All fields shall be completed, or the form will be returned to the submitting department.

Exceptions to completing the form may be made for ongoing recruitments of particular positions, but only after confirmation and approval by Human Resources and the County Administrator.

5. Request for Services

Occasionally, a department may request assistance from Human Resources where reviews are necessary to help determine the staffing needs of the department. Reviews can be performed for anticipated new positions, job classifications, job analysis, salaries, department structure, anticipated layoff calculations, title analysis and turnover/retention issues.

6. Position Allocation List

The Positional Allocation List (PAL) shall be maintained by Human Resources. A sufficient number, however limited, of Human Resource employees (as designated by the Chief People Officer) shall have access to update the PAL, as necessary to ensure accuracy and timeliness of updates.

- A. The PAL shall minimally contain the following fields:
  - i. County Department:

- ii. A list of approved position allocations in each department, listed separately and the salary rate or range, as applicable, for each position; and
- iii. Identification of the position as either full-time, limited-term, part-time, or extra-help.

B. PAL Updates

- i. The PAL shall be updated only by Human Resources staff, or someone designated by the County Administrator if the Chief People Officer is not available.
- ii. The PAL shall be updated immediately, and no later than 48 hours, after a change occurs.
- iii. When updated, an electronic copy of the PAL shall be provided to the County Administrator, Budget Officer and Finance Director.
- iv. The PAL report shall be prepared and provided by a time and date certain, as directed by the County Administrator for the county budget and shall contain, at a minimum, the required detail as provided for in the County Budget Act of California, subject to local modifications beyond the minimum requirements.
- v. Prior to the final PAL being included in the county budget, each department head shall receive a copy of their department allocations. Upon receipt, the department head shall review the PAL for accuracy and at a time certain as designated by the Budget Officer, provide a return copy to the Budget Officer, with the department head's signature, certifying the accuracy of the PAL for their department.
- vi. The County Administrator may request and shall be provided with a copy of the most current PAL at his or her discretion.