

DESKGUIDE FOR POSITION TRANSACTIONS

<i>TYPE OF TRANSACTION</i>	<i>DESCRIPTION</i>	<i>FORMS REQUIRED</i>	<i>APPROVAL PROCESS</i>
Permission to Fill	Requesting permission to fill a vacant budgeted position	<ul style="list-style-type: none"> Position Replacement Requisition 	<ol style="list-style-type: none"> Submit form to HR HR will include on County Manager weekly agenda for approval, disapproval or referral to committee HR will notify Dept. of action taken
* Position Creation & Fill <hr/> * Abolish/Create <hr/> * Updating Current Position	Creating & filling a brand new position line that is not currently budgeted <hr/> Abolish an existing budgeted position that is no longer needed to use the funds to create a new position. This is basically reorganizing positions. <hr/> Changing the status/hours/benefits of an existing budgeted position	<ul style="list-style-type: none"> Position Replacement Requisition (PRR) Fiscal Impact Statement NC 222-S (civil service short form if you have other positions with same title) OR MSD 222 (civil service long form if this is a new title in your department) Legislative Resolution 	<ol style="list-style-type: none"> Submit all forms to HR & Civil Service Personnel Officer will review & take action HR will include on County Manager weekly agenda for approval, disapproval or referral to committee HR will notify Dept. of action taken Submit to Home Committee & Administration Committee (You are responsible for placing the item on those agendas) Submit to County Attorney's Office for placement on Legislature Agenda (You are responsible for moving this forward)
Reclassification/title change without salary change	Reclassify/change the title of an existing budgeted position because the duties have changed. No salary change will result.	<ul style="list-style-type: none"> Memo from Department Head to Civil Service & HR providing any additional justification for the transaction Civil Service Classification Survey Form completed by current incumbent and/or appointing authority 	<ol style="list-style-type: none"> Submit all forms to Civil Service Civil Service will review and notify Dept. of Personnel Officer action Civil Service generally takes care of updating the records in PeopleSoft since this is a civil service transaction Civil Service will advise Human Resources of the change

* - *Requires Legislative Resolution*

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* Reclassification/title change with salary change	Reclassify/change the title of an existing budgeted position because the duties have changed. Also increasing the salary for the position	<ul style="list-style-type: none"> • Fiscal Impact Statement • Memo from Department Head to Civil Service & HR/County Manager providing justification for the transaction • Civil Service Classification Survey Form completed by current incumbent and/or appointing authority • Legislative Resolution 	<ol style="list-style-type: none"> 1. Submit all forms to HR & Civil Service 2. Personnel Officer will review & take action 3. HR will include on County Manager weekly agenda for approval, disapproval or referral to committee 4. HR will notify Dept. of action taken 5. Submit to Home Committee & Administration Committee (You are responsible for placing the item on those agendas) 6. Submit to County Attorney's Office for placement on Legislature Agenda (You are responsible for moving this forward)
Salary Upgrades – within existing salary schedules	Changing the step/grade for an existing encumbered position within current salary schedules	<ul style="list-style-type: none"> • Memo from Department Head to HR/County Manager providing justification for the transaction • Fiscal Impact Statement 	<ol style="list-style-type: none"> 1. Submit all paperwork to HR 2. HR will include on County Manager weekly agenda for approval, disapproval or referral to committee 3. HR will notify Dept. of action taken 4. If approved, Dept. should send RPC for step increase
* Salary Upgrades – modifying existing salary schedules	Changing the salary schedule for a position.	<ul style="list-style-type: none"> • Memo from Department Head to HR/County Manager providing justification for the transaction • Fiscal Impact Statement • Legislative Resolution 	<ol style="list-style-type: none"> 1. Submit all forms to HR 2. HR will include on County Manager weekly agenda for approval, disapproval or referral to committee 3. HR will notify Dept. of action taken 4. Submit to Home Committee & Administration Committee (You are responsible for placing the item on those agendas) 5. Submit to County Attorney's Office for placement on Legislature Agenda (You are responsible for moving this forward)

* - Requires Legislative Resolution