

		Policy # 801
Subject: Position Control		
Responsible Department: Personnel Services		
Effective Date: 12/1976		Revision Date: 09/1983
David Devine Director of Personnel Services		Navdeep S. Gill County Executive

1. Purpose

The purpose of this policy is to set forth the procedures that will be followed in administering the Salary Resolution and maintaining control of all authorized permanent positions. Permanent positions include full-time, part-time, (less than full-time), and limited term positions.

2. Authority

Sacramento County Executive Officer.

3. Scope

The Department of Personnel Management is responsible for the processing of all amendments to the Salary Resolution and for the maintenance of the master copy of the Salary Resolution.

4. Policy

The Salary Resolution reflects the total number of positions authorized for each class in each department. Each position designated part-time (less than 80.0 hours per pay period) will be reflected in the Resolution as a decimal. Positions designated as a 4/5 time will be shown as .8, positions designated as ½ time will be shown as .5, etc. Each request for change will be directed to the Department of Personnel Management, Management Services Division, Classification and Pay Section.

Each year upon completion of the budget process and the final adoption of the budget by the Board of Supervisors, the Administration and Finance Agency will submit to the Department of Personnel Management will then process a one-time amendment of the Salary Resolution to reflect all of the new positions. The effective date of each new or deleted position will be the date which was approved by the Board.

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All other requests for changes which occur throughout the fiscal year must be submitted to AFA (Administration and Finance Agency) for approval. The approved request will be forwarded to the Department of Personnel Management which will then process an amendment to the Salary Resolution. The effective date will be the beginning of the pay period in which the Board approves the amendment.

An effective date of appointment will not precede the effective date of the Salary Resolution which authorized the position. Whenever feasible the departments are requested and expected to make initial appointments, promotions or transfers effective the beginning of the next bi-weekly pay period.

When the department intends to fill a vacant position, either full-time, part-time, or limited term, a requisition must be submitted. A request to fill a position which is not authorized in the Salary Resolution or where no authorized position is vacant will not be honored by Position Control. The request will be returned without action to the requesting department. The reason for the return will be indicated.

It is necessary to have a vacant position when converting an employee's status from full-time to part-time or part-time to full-time. If no vacancies exist, it will be necessary to submit a request to the Department of Personnel Management, Management Services Division, Classification and Pay Section. No request will be honored until the position is identified in the Salary Resolution. Full-time positions must be filled by full-time employees; part-time positions must be filled by part-time employees.

EITHER/OR POSITIONS

In certain circumstances the Salary Resolution may reflect that a position may be used according to the nature of the duties to be performed; an example is Building, Structural, Mechanical, or Electrical Inspector. In these cases the position may be filled at the discretion of the appointing authority. The discretion only exists at the time of vacancy and initial appointment of the incumbent. Position Control will maintain a positive identification of each of these positions by number and class, according to the initial appointment.

PART-TIME POSITIONS

Part-time positions must be filled by part-time employees. Positions which are to be filled by part-time employees must be identified in the Salary

Resolution. No requisition is required if the employee is currently a regular full-time employee in the same department and the same class. Only the establishment of the part-time position in the Resolution and a masterfile are required. Requisitions are required in addition to the Resolution and masterfile in all other cases.

LIMITED TERM POSITIONS

This category of positions is defined in Sections 7.7 (f) of the Civil Service Commission rules. Each such limited term position is to be identified in the Salary Resolution. Whenever a definite period of time is known, the termination date for each position will also be specified. Where a definite expiration date is not immediately determined, periodic contact with the concerned department will be made by the Classification and Pay Section to verify continuing funding for the position(s). At such time as positions expire they will be deleted from the Salary Resolution. The disposition of any incumbent, should the position still be occupied at the time of expiration, will be in accordance with established procedures covering the termination of temporary employees.

TEMPORARY POSITIONS

Temporary positions will not be reflected in the Salary Resolution. Submission of the requisition form established the temporary position and determines the length of the position. The department must submit a requisition to establish or extend a temporary position.

Departments are responsible for monitoring the length of their temporary positions and submitting requisitions to extend the positions prior to the expiration date. All temporary positions must be extended each fiscal year.

5. Review Not Applicable