

Management Planning Process for Vacancies and New Positions Flowchart

1. Initiate the Process

Manager performs a thorough analysis of resource needs and cites opportunities for efficiencies. Resource requests that achieve operational efficiencies, re-engineering of functions, and/or improved delivery of services are encouraged instead of simply replacing resources that have been lost or assuming a standard backfill. Managers compile these requests in the context of maintaining core services while also ensuring the requests support at least one of the Districts' Strategic Goals and President's Goals.

2. Justification by Manager & Approval by VP

Supports...

1. Mission
2. Strategic Goals
3. Core Services
4. Operational Efficiency

If new, need should be identified in a planning document, ex: program review or grant program plan.

3b. Fill a Vacant Existing Position

Manager obtains the vacant position control number from org chart.

3a. Restructure, Conversion or New Position(s)

1. Manager reviews proposed operational justification with Human Resources (HR).
2. HR determines job, labor group, FTE change with seniority, Administrative Procedure/Board Policy (AP/BP), and Reclassification & Entitlement (AR&E) Review Committee impact and if a new/revised job description is needed.
3. If applicable, review and scoring through AR&E for new/revised job description and recommended/adjusted salary. See 6a and 6b.
4. HR will provide timeline and informational memo and a new/revised job description, if needed

4. Cost & Funding Source Confirmed - Fiscal Services

Meet with Budget Analyst:

1. Confirm available funds
2. Meet the restricted funding objectives
3. Identify funding source: General or Restricted Funds
4. Budgetary Implication Form

5. VP Review with Executive Leadership Team

OR

6a. Admin Reclass & Entitlement (Feedback & Recommendation)

6b. HR / Fiscal Confirmation (If applicable)

6c. Planning & Budget (Informational & Feedback)

7. Planning & Budget (Informational & Feedback)

6e. Board of Trustees (Approval)

6d. President's Council (Informational & Feedback)

8. Manager Submits NeoGov Request

Indicate in NeoGov "Justification" area that the steps were completed. Include position control number. If this is a new position or a restructure, FS will issue a position control number.

Begin HR Process
After NeoGov approval, manager works with HR specialist on recruiting plan

6. Manager Reports Out - with HR / Fiscal Support: