

PLEASE READ THESE INSTRUCTIONS THOROUGHLY THEN COMPLETE THE ONLINE FILLABLE FORM ON PAGE TWO OF THIS PDF FILE.

Instructions/Procedures for Completing Requests for

- 1) New Position and/or
- 2) Delete/Add of existing position.

Newly Created Positions:

1. If you are requesting assignment of a position control number for a position which was not originally included in your budget (New PC Number), please:
 - A. Complete Section B “REQUIRED FIELDS FOR ALL PROPOSED REQUESTS” new and classified to Exempt – (We will assign the Position Control number).
 - B. Section C:
 - I. Enter Fund and Cost Center for all requests.
 - II. Enter the OMB REQUIRED FIELDS FOR BUDGETED DEPARTMENTS (OMB budgeted Departments ONLY).
2. Use the pay grade of the current pay plan (CL...)

Existing Positions:

1. If your request is a delete/add wherein you wish to substitute the classification of an already budgeted position number for another, please complete Sections A, B **and** C, if appropriate.
2. **Requests for Delete/Add must use a VACANT position number.**
An encumbered position cannot be changed in this manner.
3. Forward to Compensation/Pay & Classification Division, Attention: Jack Loring.
4. Your request will be processed upon receipt, unless there are questions, in which case, a staff member from either Pay & Class or Records Administration Division will call for clarification. Otherwise, once processed by Human Resources, you will receive confirmation return copy of the document marked “Completed”.
A copy will be forwarded to OMB.

For all requests:

1. All forms must carry the signature of the Department Director or the designated authority in your department.
2. Incomplete forms will not be processed.
3. If you have any questions before you submit your form, please call Chester Johnson, Ext 45070 or Jack Loring Ext 44726.

"Position Control" Maintenance Form

**Complete for: 1) All New Position Requests
 2) All Delete/Add of Vacant Position Requests**

Instructions:

Section A - (Delete/End) Enter current Position Information; Position Number, Job Class Number (Spec#), Title, Grade.

Section B - (Add/Change) Enter Position Control proposed information for "Vacant" Position. To be completed by All Departments adding or changing Position Control Information.

Section C - Enter proposed **Budgetary Information** for Section B Requests. To be completed by Departments processing Budgets through the Office of Mgmt and Budget (OMB).

==> **IMPORTANT**: Enter all data in the boxes provided in column marked **Fill in Below** <==

Section A - Current Position Information for Delete/End Requests:

Fill In Below:

Effective Date	
Position Control Number	
Job Number	
Job Title	
Grade	

Section B - Required Fields for All Proposed Add/Change Requests:

Effective Date (If Different from Section A above)	
Position Control Number	
Supervisor Code (0,6,8):	0=Non Supervisor, 6=Supervises 1 or 2, 8=Supervises 3 or More
Organization (Assigned Dept/Div/Sec)	Example: ENG/TRAFF, RD BDGE, EXT SVC, FLEET, TAX COL, PROP APPR
Job Number	
PROPOSED Job Title	
PROPOSED Pay Grade	
Location Code	

Section C - OMB Required Fields for Budgeted Departments:

Fund	
Cost Center	
Budgeted Class Code (Job Number)	
Budgeted Class Title (Job Title)	
Budgeted Pay Grade	
Budgeted Fulltime-Parttime Code (1-5):	1=FT Perm, 2=PT Perm, 3=FT Temp, 4= PT Temp, 5=Call In
Budgeted Position Code (1-5):	1=Exempt, 2=Class, 3=Temp, 4=Temp > 6 mos, 5=Dept Dir

Changes Approved by: (Dept Director or designee*)

SIGNATURE/DATE

Signature and Date:	
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New PC Numbers Approved by: (Appointing Authority* Signature is Required)

Signature and Date:	
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Human Resources Approval: (HR Manager or Designee):

Signature and Date:	
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cc: Gene Fields, Human Resources, Rec Adm
 Jeannie Pezzano/Mary Beth Keller, Human Resources, EVS/HRIS
 Mercedes Pearson, Human Rights
 Pamela Grabo, Risk Management