

MENDOCINO COUNTY POLICY #38	POSITION ALLOCATION TABLE MAINTENANCE - ADDING A POSITION, RECLASSIFICATION, OR NEW CLASSIFICATION
ADOPTED: December 18, 2001 AMENDED: April 24, 2012	ADOPTED BY: Minute Order

Purpose

To allow Department Heads, Human Resources, and the County Executive Office to align organizational structures and change position classifications to meet departmental goals and effectively carry out the work of the County.

Policy

The Board of Supervisors wishes to approve, without Board Committee review, the addition, subtraction, freezing, unfreezing or change of positions and to otherwise change organization structures when no budget augmentation is necessary during or subsequent to the year of implementation. Any increase in the amount of financing required as result of the personnel transaction, either directly or indirectly, will necessitate that the item be submitted for review by the appropriate Board committee. Therefore, the Board authorizes Department Heads, in congress with the County Executive Office and the Human Resources Department, to make such recommendations directly to the entire Board by placing these recommendations on the Board's agenda.

All transfers of personnel must be submitted via personnel transaction form, including internal movement/reorganization within the department. The transaction forms must be submitted to Human Resources for review and to the Executive Office for approval.

The Board of Supervisors authorizes Human Resources to add a new category in the Position Allocation Table called "Vacant Unfunded Frozen". The Board of Supervisors further authorizes Human Resources and the Executive Office to develop and implement a mechanism to determine which positions are classified as "Vacant Unfunded Frozen". To be classified as "Vacant Unfunded Frozen" a position must be both vacant and unfunded. All positions determined to be "Vacant Unfunded Frozen" shall be removed from the "Allocated FTE" column on the Position Allocation Table, and placed in a newly created column identified as "Frozen FTE". Departments wishing to remove a position from the "Frozen FTE" category must demonstrate that the position is funded and upon the recommendation of the Chief Executive Officer, can be placed back into the "Allocated FTE" column. The purpose of the "Frozen FTE" category is to provide a degree of transparency as to what positions are funded (Allocated FTE's) and which positions are unfunded (Frozen FTE's).

Procedural Steps:

- A. Department Head submits a request for a new position, reclassification, unfreezing, or request for reorganization review on the appropriate form to Human Resources for review, analysis, and recommendation.
- B. Human Resources reviews its recommendation with the Department Head and forwards recommendation along with the staffing request to the County Executive Office for recommendation/approval.
- C. When a department budget augmentation is necessary during or subsequent to the year of implementation to fund the recommended change to the position allocation table, the matter will be referred to the appropriate Board Committee, and subsequently placed on the Board of Supervisor's agenda for adoption of resolution. *

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Changes with no budget augmentation, except requests related to frozen positions, will be placed directly on the Board of Supervisor's agenda for adoption of resolution. *

- D. Once the Board of Supervisors adopts a resolution amending the position allocation table, Human Resources must determine if an eligibility list exists, and perform recruitment and testing if necessary.
- E. Staff will return with a report on the level of success of this policy, and recommended amendments, if any, 90 days and 180 days subsequent to its implementation.

**Changes involving reclassification of a Civil Service employee must be placed on the Civil Service Commission agenda for authorization before being placed on the Board agenda.*