

POSITION MANAGEMENT FAQ

Budget Planning & Administration

NEW POSITION REQUESTS

What if I submitted a position request in the Budget Call, but did NOT receive approval or funding?

Per the [policy](#), divisions will need to request approval from the Chief Financial Officer (CFO)/Vice President of Administration and Business Affairs and the President. Please see [Position Management Policy Guidelines](#) for information about the process.

What happens once a position is approved through the exception process?

BPA will provide a position number which you can specify on the New Position Questionnaire and submit to HR/Classification & Compensation.

What if the position is an Emergency Hire or Temporary position?

Emergency hires or temporary positions whose assignments end are not required to follow the approval process. However, requests to convert a 90 or 180-day appointment to a permanent position must go through the approval process. Please contact Budget Planning & Administration (BPA) for additional guidance.

How do I know if my request is for a new position?

Please reach out your Division budget analyst/director to determine whether you have an existing position number available.

After receiving approval, what if the classification is changed during the review by Classification & Compensation?

If a position's classification, duties, or salary level varies greatly from the original submission, divisions may need to go back through the approval process. BPA will make that determination.

How much will I owe the benefits pool for the new position?

Once a position is filled, divisions will need to submit a budget transfer for the benefits costs for the remaining months of that current fiscal year. Benefits will be calculated on the current year's benefits rates listed on BPA's [webpage](#). *For the subsequent fiscal year, BPA will permanently reduce 12 months of benefits costs from the division's baseline.*

An employee is retiring/leaving, and we want to start the recruitment for their replacement. Do we need a new position number?

No, in most cases, BPA will use the same position number even if there is a temporary overlap of the outgoing and incoming employees. However, it must be the same funding source, job code, and position information. BPA will verify that the division has sufficient funding to cover the overlap of costs.

What personnel changes result in a new position number?

A new position number is required when there is a change in funding source (department, fund, or class) or job code. BPA will assign a new position number and deactivate the old one.

ELIMINATING VACANCIES

When should I request an extension if I'm nearing the 8-month deadline?

While divisions should regularly monitor their vacancies, BPA will communicate when they have reached the 8-month mark. If a vacancy is nearing the 8-month mark, divisions may submit an [Extension Request](#) to BPA as soon as they determine it cannot be filled by the 8-month deadline, particularly if they are actively recruiting and have received applications and/or are scheduling interviews. Divisions should not make offers of employment until they have received an approved extension.

What kind of information do I need to include in an extension request?

An extension request should detail efforts made to fill the vacancy, explain how work has been accomplished without the position filled, what negative outcomes resulted while vacant, and what negative outcomes may occur or continue if the position is eliminated.

What if there is an interim appointment to help with the vacancy?

The 8-month vacancy window begins the day after a position is vacated per CMS HR. The 8-month countdown does not pause if the position is temporarily filled with an interim appointment. Exceptions will be made for senior leadership positions. If an employee temporarily vacates a position to serve as interim in another position, their original position will not be considered vacant since there will be no recruitment.

Once a position is deactivated after the 8-months, do we need to go through the new position process to reactivate?

Yes, if you need a position after a vacancy has been deactivated, you must request a new position through the Budget Call or exception process.

If a position is approved outside of the Budget Call, does the 8-months start as soon as approval is received?

Yes, once the position is created, the 8-month window begins.

Do I need an extension if the recruitment is underway when the 8-month window closes?

Yes, if the recruitment is ongoing during the 8-month deadline, an extension should be requested. Divisions may not make offers of employment until an extension is approved.