

SUBJECT: SALARIED POSITION ACTIONS

EFFECTIVE
DATE: 04-15-11 (replaces 02-09-10)

APPROVED BY

Reviewed (no changes): _____

Executive Director

POLICY

It is the policy of McIntosh Trail CSB to establish and maintain job descriptions (PMFs) for each salaried position which accurately reflects the actual job duties. Salaried positions may be established at any time, provided the budget contains adequate funds. A salaried position must be established before recruiting and placing an employee in that position.

DEFINITIONS

- A. ALLOCATION: the process of establishing a new position.
- B. REALLOCATION: the process of changing an existing position's job class/title to a more appropriate job class/title. Normally the changes to the job are major changes that would require a different job title.
- C. REVISION: the process of changing or revising a position's current job duties to include or exclude certain duties. Normally the changes do not require a change in job title.
- D. ABOLISHMENT: the process of discontinuing the use of a current position.

PROCEDURE

Allocating a Position:

- 1. Obtain verbal approval through proper channels from either the Clinical Director of MH/AD Services or Director of DD Services prior to establishing the position.
- 2. Make sure you can fund the position. **Positions do not have to be budgeted before establishing the position.**
- 3. Complete the Salaried Position Request Form.
 - A. Section I - check "Allocation"
 - B. Section II
 - (1) Effective Date - date you expect to fill the position.
 - (2) Program # - program from which the position will be paid.
 - (3) Position # - leave blank.
 - (4) Job Title - job title of the position.
 - (5) Job Number - job code assigned to the position by the State Personnel Administration. (Found on McIntosh Trail pay scale.)
 - (6) Immediate Supervisor's Position # - this should be the person who is responsible for completing the incumbent's PMF.
 - C. Section III - self-explanatory.
 - D. Section IV - attach job description or generic PMF detailing the job duties and a current organizational chart with job titles and position numbers.
 - E. Section V - Not applicable for allocations.
 - F. Section VI - obtain approval signatures before sending to HR.
- 4. Submit completed form and attachments to the Personnel Manager.

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PROCEDURE (continued)

5. Once the position has been approved and established, you will be notified by the Personnel Manager. The approval process should be completed within 5 days of receipt.

Reallocating a Position:

1. Obtain verbal approval through proper channels from the Clinical Director of MH/AD Services or Director of DD Services prior to reallocating the position.
2. Make sure you can fund the position. **Positions do not have to be budgeted before reallocating the position.**
3. Complete the Salaried Position Request Form.
 - A. Section I - check "Reallocation"
 - B. Section II
 - (1) Effective Date - date you expect change to be effective.
 - (2) Program # - program from which the position will be paid.
 - (3) Position # - use the **current** position number.
 - (4) Job Title - **new** job title for the position.
 - (5) Job Number - **new** job code assigned to the position by the State Personnel Administration (SPA). (Found on McIntosh Trail pay scale).
 - (6) Immediate Supervisor's Position # - this should be the person who will be responsible for completing the PMF for this position.
 - C. Section III - self-explanatory
 - D. Section IV - attach job description or generic PMF detailing the job duties and a current organizational chart with job titles and position numbers.
 - E. Section V - self-explanatory.
 - F. Section VI - obtain approval signatures before sending to HR.
4. Submit completed form and attachments to the Personnel Manager.
5. Once the position has been approved and reallocated, you will be notified by the Personnel Manager. The approval process should be completed within 5 days of receipt.

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PROCEDURE (continued)

Revising a Job Description:

1. Complete the Salaried Position Request Form.
 - A. Section I - check "Revision"
 - B. Section II
 - (1) Effective Date - date the change will occur.
 - (2) Program # - program from which the position will be paid.
 - (3) Position # - use the **current** position number.
 - (4) Job Title - job title of the position. (Both current and new.)
 - (5) Job Number - job code assigned to the position (both current and new) by the SPA. (Found on the McIntosh Trail pay scale.)
 - (6) Immediate Supervisor's Position # - this should be the person who is responsible for completing the PMF for this position.
 - C. Section III - complete only if there is a change in supervision.
 - D. Section IV - attach job description or generic PMF detailing the job duties and a current organization chart with job titles and position numbers.
 - E. Section V - self-explanatory.
 - F. Section VI - obtain approval signatures before sending to HR.
2. Submit completed form and attachments to the Personnel Manager.
3. Once the position has been approved, you will be notified by the Personnel Manager. The approval process should be completed within 5 days of receipt.

Abolishing a Position:

1. Complete the Salaried Position Request Form.
 - A. Section I - check "Abolishment"
 - B. Section II
 - (1) Effective Date - date the position should be abolished.
 - (2) Program # - program from which the position was paid.
 - (3) Position # - use the **current** position number.
 - (4) Job Title - job title for the position.
 - (5) Job Number - job code assigned to the position by the Merit System. (Found on the McIntosh Trail pay scale.)
 - (6) Immediate Supervisor's Position # - this should be the person who was responsible for completing the PMF for this position.
 - C. Section III - not applicable.
 - D. Section IV - not applicable.
 - E. Section V - self-explanatory.
 - F. Section VI - obtain approval signatures before sending to HR.
2. Submit completed form to the Personnel Manager.
3. The process of abolishing a position should be completed by Personnel Manager within five (5) days of receipt.

Attachment: Salaried Position Request Form