



## Administrative Manual PROCEDURE

## SECTION

Personnel

## SUBJECT

REQUESTING CREATION OF  
CIVIL SERVICE POSITIONS  
VIA DIRECT REQUEST TO  
BOARD OF ESTIMATES

*This procedure must be followed when an agency requests:*

- . Creation of a position; OR
- . Creation of a position at the same time that abolishment of a position is requested.

To abolish a position without requesting creation of position at the same time, see AM-230-3-3.

## RESPONSIBILITY

## ACTION

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| <ul style="list-style-type: none"> <li>. Agency</li> </ul>  | <ol style="list-style-type: none"> <li>1. Complete and forward a POSITION DESCRIPTION (28-1618-5064) [AM-230-1-2] to the agency's assigned analyst in the Bureau of the Budget and Management Research (BBMR).</li> </ol>  |
| <ul style="list-style-type: none"> <li>. Bureau of the Budget and Management Research (BBMR)</li> </ul> | <ol style="list-style-type: none"> <li>2. Approve or disapprove request based on <u>need for the new position</u>.               <ol style="list-style-type: none"> <li>a.) <u>If disapproved</u>, complete "BBMR" section of form and forward form to agency. Procedure ends here.</li> <li>b.) <u>If approved</u>, complete "BBMR" section of form and forward to Civil Service Commission.</li> </ol> </li> </ol> |
| <ul style="list-style-type: none"> <li>. Civil Service Commission</li> </ul>                            | <ol style="list-style-type: none"> <li>3. Perform job analysis and determine proper job class. Complete "CIVIL SERVICE" section of form and retain for files. (If creation of new class is necessary, establish job specifications and recommended salary.)</li> </ol>   |

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**RESPONSIBILITY****ACTION**

. **BBMR**

7. Upon receipt of documents from Civil Service:

- a.) Verify that the PAR has been accurately completed and correctly reflects the intent of the requesting agency and Civil Service. Resolve any discrepancies. Sign the PAR in space provided next to "PRE-ECC" block to indicate completion of verification actions.

**NOTE:** Signature of PAR does not indicate approval of the action requested.

- b.) Complete a **RECOMMENDATION TO ECC (140-019)**. This recommendation must include information on funding source, availability of funds, and need for new position.

8. Forward the following documents to the Secretary, Expenditure Control Committee (ECC):

- . RECOMMENDATION TO ECC.
- . PAR (all copies).
- . Civil Service MEMO of justification (original plus 5 copies).

. **Expenditure  
Control  
Committee  
(ECC)**

9. Upon receipt of documents from BBMR, review and make recommendation. Forward recommendation, plus all documents received from BBMR, to Board of Estimates.

. **Board of  
Estimates**

10. Approve or disapprove request:

- . Indicate on the PAR the action taken by the Board of Estimates.

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**RESPONSIBILITY****ACTION**

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| <ul style="list-style-type: none"> <li>. <b>PAR Control Section (BBMR) (continued)</b></li> <br/> <li>. <b>Bureau of Management Information Systems (MIS)</b></li> <br/> <li>. <b>PAR Control Section (BBMR)</b></li> <br/> <li>. <b>Agency</b></li> </ul> | <p><b>Distribute copies of PAR as follows:</b></p> <ul style="list-style-type: none"> <li>. <b>Forward "MIS/BBMR COPY" and "MIS COPY" to the Bureau of Management Information Systems (MIS).</b></li> <li>. <b>Retain remaining copies pending receipt of "MIS/BBMR COPY" from MIS.</b></li> </ul> <p><b>12. Process PAR. Upon completion, return "MIS/BBMR COPY" to PAR Control Section.</b></p> <p><b>13. Upon receipt of "MIS/BBMR COPY" of PAR:</b></p> <ul style="list-style-type: none"> <li>. <b>Forward to assigned analyst in BBMR the "MIS/BBMR COPY" of PAR, plus copy of Civil Service MEMO, for files.</b></li> <li>. <b>Forward to agency the "AGENCY FINAL COPY" of PAR.</b></li> <li>. <b>Forward "CIVIL SERVICE COMMISSION FINAL COPY" of PAR to Civil Service.</b></li> <li>. <b>File "BBMR COPY" of PAR.</b></li> </ul> <p><b>14. Upon receipt of approved "AGENCY FINAL COPY" of PAR, agency may initiate actions necessary to fill position. (For complete information, see appropriate Administrative Manual documents concerning filling of positions.)</b></p> |
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