



Administrative Manual PROCEDURE

SECTION

Personnel

SUBJECT

REQUESTING CREATION OF A
NON-CIVIL SERVICE POSITION
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

. Agency

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).

. Bureau of the
Budget and
Management
Research
(BBMR)

2. Approve or disapprove request based on need for the new position.

a.) If disapproved, complete "BBMR" section of form and return to agency. Procedure ends here.

b.) If approved, complete "BBMR" section of form and retain for files.

3. Determine proper class for position. (If creation of a new class is necessary, establish job specifications and recommend salary.)

4. Inform agency of class determination by MEMO (28-1418-5007). Include in the MEMO the following information:

- . Class number.
- . Class title.

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ACTION

BBMR
(continued)

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

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

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

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

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

Expenditure
Control
Committee
(ECC)

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

Board of
Estimates

9. Approve or disapprove request:

- . Indicate on the PAR the action taken by the Board of Estimates.
- . Retain the following documents for files:

- . "BOARD OF ESTIMATES COPY" of PAR

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RESPONSIBILITY	ACTION
<ul style="list-style-type: none"> . PAR Control Section (BBMR) (continued) 	<ul style="list-style-type: none"> . Retain remaining copies pending receipt of "MIS/BBMR COPY" from MIS.
<ul style="list-style-type: none"> . Bureau of Management Information Systems (MIS) 	<ol style="list-style-type: none"> 11. Process PAR. Upon completion, return "MIS/BBMR COPY" to PAR Control Section.
<ul style="list-style-type: none"> . PAR Control Section (BBMR) 	<ol style="list-style-type: none"> 12. Upon receipt of "MIS/BBMR COPY" of PAR: <ul style="list-style-type: none"> . Forward to assigned analyst in BBMR the "MIS/BBMR COPY" of PAR, plus copy of agency MEMO, for files. . Forward to agency the "AGENCY FINAL COPY" of PAR. . File "BBMR COPY" of PAR.
<ul style="list-style-type: none"> . Agency 	<ol style="list-style-type: none"> 13. 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.)