



Administrative Manual PROCEDURE

SECTION

Personnel

SUBJECT

REQUESTING ABOLISHMENT OF
POSITIONS (CIVIL SERVICE AND
NON-CIVIL SERVICE) VIA DIRECT
REQUEST TO BOARD OF ESTIMATES

This procedure is not to be followed when an agency is requesting creation of a position at the same time that it is abolishing a position. See AM-230-3-1 (Civil Service positions) or AM-230-3-2 (non-Civil Service positions) for details concerning the abolishment of a position at the same time that a new position is being requested.

RESPONSIBILITY

ACTION

Agency

1. Prepare the documents listed below and distribute as indicated:

- . PERSONNEL ACTION REQUEST (PAR) (28-1418-5014) [AM-230-1-1]. Retain "AGENCY INITIAL COPY". Forward remaining copies of PAR to agency's assigned analyst in the Bureau of the Budget and Management Research (BBMR).
- . MEMO (28-1418-5007), addressed to the Board of Estimates, justifying the abolishment of the position. Forward the original plus 5 copies to agency's assigned analyst in BBMR. Forward 1 copy to the Mayor's Office.

Bureau of the
Budget and
Management
Research
(BBMR)

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

a.) If disapproved:

- . Enter "disapproved" and analyst's name in "COMMENTS" section of PAR.
- . Retain "MIS/BBMR COPY" of PAR for analyst's files; forward remaining copies of PAR to agency.

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RESPONSIBILITY**ACTION**

- . **Civil Service Commission (for CSC positions and classes)**
OR
BBMR (for non-CSC positions and classes)
 (continued)
 - . **BBMR**
 - . **Expenditure Control Committee (ECC)**
 - . **Board of Estimates**
- b.) For actions involving non-Civil Service classes or positions, proceed to step 6
6. Complete a **RECOMMENDATION TO ECC (140-019)** concerning the desirability of the requested action.
 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).**
 8. Upon receipt of documents from **BBMR** review and make recommendation. Forward recommendation plus all documents received from **BBMR** to the **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**
 - . **Original of agency MEMO of justification.**

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RESPONSIBILITY

- . Bureau of Management Information Systems (MIS)
- . PAR Control Section (BBMR)

ACTION

11. Process PAR. Upon completion, return "MIS/BBMR COPY" to PAR Control Section.
12. Upon receipt of "MIS/BBMR COPY" of PAR:
 - . 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.
 - . If action involves Civil Service classes or positions, forward "CIVIL SERVICE COMMISSION COPY" to Civil Service.
 - . File "BBMR COPY" of PAR.