

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-81

Effective Date: 05/01/2013

Revision Date: _____

C. Dunkelbaun
County Administrator

SUBJECT: New Position Request

DEPARTMENT RESPONSIBLE: Finance and Risk Management

1. STATEMENT

This procedure details the process to request new positions. This procedure applies to requests for new positions using existing classifications only. Requests for new classifications must be submitted to Human Resources per Administrative Procedure 23-11, New Classification Request/Authorization.

2. POSITIONS REQUESTED VIA THE BUDGET ADOPTION

- A. Departments may request new positions as part of the annual budget adoption process. If the positions are included in the budget adopted by the Board of Supervisors, the positions will become effective with the new budget fiscal year.
- B. The Budget Manual for the current year's budget cycle provides detailed instructions regarding the addition of new positions to a department's budget request.

3. POSITIONS NOT INCLUDED AS PART OF THE ADOPTED BUDGET

- A. The requesting Department shall submit a written request along with supporting documentation to Finance & Risk Management.
 - 1. The request should include:
 - a. The completed Request for Authorized Positions (Attachment A), signed by the Appointing Authority. This fillable form may be found at Pima County Intranet, Finance and Risk Management.
 - b. A brief description of the program activity or service to be performed by the position and its relationship to current department activities.

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- c. Identification of how these positions will be funded in the existing budget of the Department. Specifically, the Fund / Unit / Object from which budget authority will be transferred (Attachment B, Budget Appropriation Transfer Form). This fillable form may be found at Pima County Intranet, Finance and Risk Management.
 - B. Finance will review the request and obtain additional information as needed.
 - C. If new positions are being funded within the department's existing budget authority, Finance will forward the new position request to the County Administrator for approval. If approved, Finance will notify the Department and Human Resources. Creation of new positions in this manner does not increase the base budget for the Department for the current or next budget year.
 - D. If the new positions cannot be funded from the Department's existing budget authority, Finance will prepare a recommendation, along with what other funding source has been identified by the Department, and forward this packet to the County Administrator for consideration.



REQUEST FOR AUTHORIZED POSITIONS

Requesting Department: _____ Date Submitted: _____

Department Contact: _____ Phone: _____

SUMMARY OF POSITIONS REQUEST

Dept. Code	Fund	Unit	Number of Positions	Class Code	Class Title	Regular Temporary Intermittent	Hours This Year	Annual Hours	Cost

Attach a description of program activity, services to be performed, and relationship to current department activities.

Attach a description of funding for each position. Describe sources of funds, for grant and special revenue funds, include limitations and expiration dates.

Appointing Authority or Designee Signature _____ Date _____

Appointing Authority or Designee Printed Name _____

Budget Review Signature _____ Date _____

County Administrator Signature _____ Date _____

Revised: 03-28-13

Attachment B



Budget Appropriation Transfer Form

Planning and Budgeting System

Date: _____ Requested by: _____ Phone Number: _____

Reason for transfer: _____

From:

FUND: _____	APPROPRIATION UNIT: _____
DEPARTMENT: _____	PCN: _____
UNIT: _____	
OBJECT: _____	AMOUNT: _____

To:

FUND: _____	APPROPRIATION UNIT: _____
DEPARTMENT: _____	PCN: _____
UNIT: _____	
OBJECT: _____	AMOUNT: _____

If transferring dollars from Appropriation 01 (Salaries and Benefits), you must identify the specific PCN's.

_____ Signature (Appointing Authority)	_____ Printed Name (Appointing Authority)	_____ Date
_____ Signature (County Administrator or Deputy County Administrator)	_____ Printed Name (County Administrator or Deputy County Administrator)	_____ Date

This document can only be signed by the Elected Official or Department Director. If Budget Authority is being transferred between Departments, the County Administrator or Deputy County Administrator must also sign.

Name and Date completed by PimaCore staff:

Name	Date
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