1. **PURPOSE**

   The purpose of this procedure is to detail the process for requesting an operating budget adjustment to departmental expenditure authority due to increases or decreases in the personnel services portion of a department’s budget.

   Requests to create a new job classification must be submitted to the Human Resources Department per Administrative Procedure 23-11, New Classification Request/Authorization.

2. **BACKGROUND**

   The following procedures shall be followed when a department identifies the need to add a new position or change an existing position (i.e., change in pay, reclassifications, re-allocations, and desk audits).

3. **PROCEDURE**

   A. Personnel Services Budget Adjustment Process

   1. New Position

      a. The requesting department identifies a new position to be added during the budget year.

      b. The requesting department notifies the Department of Finance and Risk Management.

      c. A Finance representative completes the Request for Changes to Personnel Services Budget form and determines whether the requested change requires additional funding.
d. If additional funding is required, Finance will ensure all pre-approvals and necessary elements are included in the department’s request to the County Administrator.

2. Changes to an Existing Position

a. Change in Pay

(1) The requesting department identifies the position that requires a change in pay.

(2) The requesting department notifies the Department of Finance and Risk Management.

(3) A Finance representative completes the Request for Changes to Personnel Services Budget form and determines whether the requested change requires additional funding.

(4) If additional funding is required, Finance will ensure all pre-approvals and necessary elements are included in the department’s request to the County Administrator.

b. Reallocation or Reclassification of an Existing Position

(1) The requesting department identifies that a vacant position’s classification does not meet the operational needs of the department based on its intended use, and a more appropriate classification from within the current list of classifications is available for use.

**Note:** The Human Resources Department is available to assist if the requesting department is uncertain of which classification is most appropriate.

(2) The requesting department notifies the Department of Finance and Risk Management.

(3) A Finance representative completes the Request for Changes to Personnel Services Budget form and determines whether the requested change requires additional funding or pre-approval from Human Resources, in accordance with Administrative Procedure 23-48, Request to Reallocate Vacant Positions Assigned a Classification in Either the
Classified or Unclassified Service to Another Classification in the Unclassified Service.

(4) If additional funding is required, Finance will ensure all pre-approvals and necessary elements are included in the department’s request to the County Administrator.

B. Official Position Audit

1. The Human Resources Department notifies the Department of Finance and Risk Management that an Official Position Audit has been completed.

2. A Finance representative completes the Request for Changes to Personnel Services Budget form, notifies the department, and determines the amount of additional funding that is required.

3. If a budget increase is necessary, Finance will ensure all necessary elements are included in the department’s request to the County Administrator.

C. General Rules that Apply to all Requests:

1. Departments may not use Vacancy Savings, object code 5408, to fund a change in personnel services.

2. When considering funding for PCN additions or changes, vacant PCNs will be considered as a first-choice funding source. If used as a funding option, the PCN will be deactivated.

3. Departments may not increase the allocation of personnel service costs to another department without the written approval of both departments, Finance, and the County Administrator.

**Note:** A Finance representative can assist in preparing a Non-Personnel Service Budget Appropriation Transfer form to justify this increased charge to the budget and explain the funding within its existing operating budget.

4. Departments may not use one-time funding sources to support an increase in personnel services.