

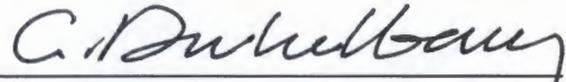


# ADMINISTRATIVE PROCEDURES

Procedure Number: 23-48

Effective Date: May 20, 2015

Revision Date: \_\_\_\_\_

  
County Administrator

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SUBJECT: **REQUEST TO REALLOCATE VACANT POSITIONS**

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DEPARTMENT RESPONSIBLE: **HUMAN RESOURCES DEPARTMENT**

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## I. PURPOSE

The purpose of this procedure is to provide a standardized process for a department to follow when requesting reallocation of a vacant position from its currently allocated classification to another classification that more closely addresses the operational needs of the requesting department.

## II. BACKGROUND

Pima County Merit System Rules and Law Enforcement Merit System Rules assign the Human Resources Department responsibility for maintaining the County's position classification systems, allocating positions to appropriate classifications and determining when to reallocate a position from one classification to another. When reallocating a position from one classification to another classification, coordination is required between the position's assigned department, the Budget Division of the Finance and Risk Management Department and the Human Resources Department. This coordination is necessary to ensure the requested classification is the most appropriate classification based on the intended use of the position. Additionally, adequate funding must be identified within the requesting department's current adopted budget to cover any additional costs resulting from the reallocation.

## II. DEFINITIONS

- A. Position Allocation: The assignment of a classification to a position on the basis of the duties and responsibilities assigned to the position.
- B. Position Reallocation: A change in the classification assigned to an existing position.

## III. PROCEDURES

The following procedures shall be followed when a department identifies a need to request the reallocation of a vacant position:

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- A. The requesting department identifies that a vacant position's classification does not meet the operational needs of the department, based on its intended use of the position, and identifies a more appropriate classification from within the current list of classifications available for use. (Note – assistance is available from the Human Resources Department if the requesting department is uncertain which classification would be most appropriate.)
  - B. The requesting department, following applicable County administrative procedures, obtains confirmation from the Budget unit of the Finance & Risk Management Department that monies are available to fund the reallocation of the position to the desired classification. (See references below)
  - C. The requesting department completes the Human Resources Vacant Position Reallocation Request form (Attachment 1) and forwards the request, with a copy of the Budget Division's confirmation of available funding, to the Human Resources Department, Attn: Classification and Compensation Team. Reallocation requests received by the Human Resources Department without Budget Division confirmation of available funding for the reallocation shall be returned to the requesting department without action.
  - D. Human Resources staff reviews the request to determine if the requested classification is the most appropriate classification for the position, based on the intended use of the position, and whether the Budget Division has confirmed the availability of sufficient funding for the reallocation from within the requesting department's current adopted budget.
  - E. Following review and recommendation by Human Resources staff, the reallocation request (reallocating a position to a classification with a lower compensation grade) is forwarded to the Human Resources Director or designee for approval. If the requested reallocation is to a classification with a higher compensation grade, the Human Resources Director shall forward the request to the County Administrator for approval.
  - F. Upon approval of the reallocation, the Human Resources Department Classification and Compensation Team shall prepare a Reallocation Report and send it to the Appointing Authority and Department Personnel Representative (DPR) of the requesting department, Budget staff and others as deemed appropriate.
  - G. The Human Resources Department Records Unit will update the HRIS/payroll system (EV5) to reflect the new classification assigned to the vacant PCN.

#### **IV. RESPONSIBILITY**

- A. The Human Resources Department is responsible for reviewing reallocation requests for vacant positions and ensuring appropriate documentation is presented to the Human Resources Director and/or the County Administrator for review/approval as appropriate. The Human Resources Department is responsible

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for notifying the requesting department and other staff, as appropriate, upon approval of the reallocation request.

- B. A department requesting reallocation of a vacant position is responsible for acquiring confirmation from the Finance and Risk Management Department, Budget Division that there is sufficient funding available within its operating budget prior to requesting reallocation of a vacant position.

References:

Administrative Procedure 22-81 Personnel Services – Operating Budget Adjustments



**ATTACHMENT 1**

# Vacant Position Reallocation Request

PCN: \_\_\_\_\_ Current Class Code: \_\_\_\_\_ Current Class Title: \_\_\_\_\_

Requested Class Code: \_\_\_\_\_ Requested Class Title: \_\_\_\_\_

Department Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

Approval from Finance: YES  NO  If Yes, Finance Form Attached: YES  NO

**Please Complete Validation/Justification For Request:**

- 1. Position Background, including division/unit:
- 2. Reason for this reallocation:
- 3. Benefit achieved by the department, County and the public:
- 4. Are there available metrics to measure performance or expected outcome(s):
- 5. Associated costs estimated with the reallocation:
- 6. Operational impact to the department if the request is not approved:

\_\_\_\_\_  
Appointing Authority Or Designee Signature\*  
\*Designee should be a Deputy Director, Division Manager or Command Staff.

\_\_\_\_\_  
Date

**Send/Return To:** Human Resources Department, 150 West Congress Street, 4<sup>th</sup> Floor, Attn: Classification Team