

Human Resources Administrative Process	
Subject: Position Management Process	Date: 9/21/04 Revised:
Owner(s): Compensation and Employment Programs and HRIS/Payroll Administration	Pages: 4

1. Purpose, General Guidelines, and Applicability:

- a. Purpose: To describe the process of establishing a position in the position management module.
- b. Guidelines and References: Position Management is a support module within the PeopleSoft suite of products that allows for the creation of approved personnel positions linking jobs to departments, and then linking employees to these approved positions.

This process applies to all campus departments and organizations with the exception of the officially recognized 501(c)3 auxiliary corporations.

The implementation of the Position Management Module will create two types of positions. The first is a one-to-one relationship between a position and an existing employee. This position is subdivided into regular (or permanent) and temporary positions. The second is a one-to-many relationship between a position and multiple employees with the same job classification and within the same department. This type of position is called a pool position.

Following is a list of classifications for which a single Position Number (pool position) for multiple incumbents (one-to-many) has been created:

- 1035 – Administrative Support Coordinator (Real-time Captionists in NCOD only)
- 1150 – Instructional Student Assistant
- 1151 – Instructional Student Assistant (On-Campus Work Study)
- 1800 – Casual Worker
- 1868 – Student Assistant Non-Resident Alien
- 1870 – Student Assistant
- 1871 – Student Trnee, On-Campus Work Study
- 1872 – Student Trnee, Off-Campus Work Study
- 2322 – Instructional Faculty, Special Program-For Credit
- 2323 – Instructional Faculty, Extension-For Credit
- 2325 – Graduate Assistant Monthly
- 2353 – Teaching Associate 12 Mo
- 2354 – Teaching Associate AY
- 2355 – Graduate Assistant
- 2356 – Substitute Instructional Faculty
- 2357 – Instructional Faculty, Summer Session
- 2358 - Lecturer AY
- 2359 – Lecturer 12 Mo
- 2363 – Instructional Faculty, Extension-Non Credit
- 4660 – Special Consultant

- 7170 – Interpreter/Transliterater I
- 7169 – Interpreter/Transliterater II
- 7171 – Notetaker

Current employment and compensation processes for transactions such as emergency hire, recruitment, reassignment, classification review and reorganization have not changed. However, we have modified the following forms to obtain additional information needed for Position Management:

- Personnel Requisition Form (OHRs Form 20-15)
- Limited Term Temporary Appointment Requisition Form (OHRs Form 20-20)
- Request for Change in Staff Employee Status (OHRs Form 20-37)

Human Resources will verify, establish or inactivate the position number as appropriate based on the department's request.

2. Administrative Process:

To fill an existing staff position (pool or one of a kind):

- Department completes appropriate form indicating that this is not a new position:
 - Emergency Hire (including Special Consultants) – Limited Term Temporary Appointment Requisition Form (OHRs Form 20-20)
 - Recruitment – Personnel Requisition Form (OHRs Form 20-15)
 - Reassignment – Request for Change in Staff Employee Status (OHRs Form 20-37)
- Department obtains appropriate signatures
- Submits the form to Human Resources for action
- If there are changes to the position, HR will update the job record and notify the department

To create a new staff position (pool or one of a kind):

- Department completes appropriate form indicating that this is a new position including “reports to” information
 - Emergency Hire (including Special Consultants) – Limited Term Temporary Appointment Requisition Form (OHRs Form 20-20)
 - Recruitment – Personnel Requisition Form (OHRs Form 20-15)
 - Reassignment – Request for Change in Staff Employee Status (OHRs Form 20-37)
- Department obtains appropriate signatures
- Submits the form to Human Resources for action
- Human Resources will create a position number once a classification determination is made and notify the department

To inactivate a staff position (pool or one of a kind):

- Department completes the Request for Change in Staff Employee Status (OHRs Form 20-37)
- Department obtains appropriate signatures
- Submits the form to Human Resources for action
- Human Resources inactivates the position number

To increase/decrease the maximum headcount for pool positions:

- Department completes the Request for Change in Staff Employee Status (OHRs Form 20-37)
- Department obtains appropriate signatures
- Submits the form to Human Resources for action
- Human Resources increases/decreases the head count

3. Other Considerations:

Each administrative division will establish internal procedures for approval of filling an existing position, creating a new position, inactivating a position and increasing/decreasing the maximum headcount for pool positions.

4. Forms:

- Limited Term Temporary Appointment Requisition Form (OHRS Form 20-20)
- Personnel Requisition Form (OHRS Form 20-15)
- Request for Change in Staff Employee Status (OHRS Form 20-37)
- Authorization for Special Pay (PA 120)

APPENDIX A

DEFINITIONS:

Employee

An employee is defined as an individual hired at California State University, Northridge who is paid by the State Controller. These individuals are considered employees of the State of California.

Positions

Positions are established within a human resource database as a method of tracking the number of authorized employees within a campus department by job classification, appointment status, and time base. Position number is the field that identifies the position the employee occupies. Two generic position types exist. The first provides a one-to-one relationship between a position and an existing employee. This position is subdivided into regular (or permanent) and temporary positions. The second provides a one-to-many relationship between a position and multiple employees with the same job classification and within the same department. Such positions are authorized a maximum number of employees.

Continuing Personnel

Campus employees who are paid on a monthly basis whose employment do not have a defined expiration date and will continue without university intervention. Continuing personnel are comprised of tenured and tenure track faculty, permanent and probationary staff, and MPP/confidential employees. There is a long-term financial commitment to the university for this class of employee.

Temporary Personnel

Campus employees who are paid either on a monthly or hourly basis and appointed for a specific period of time. The employment will continue until an authorized action is otherwise taken to modify the ending date of the appointment. Normally, the employment of temporary personnel does not create an on-going financial commitment for the university. Temporary personnel working in positions in certain bargaining units are automatically granted permanent status after working a specified number of years.

Regular Positions

Establishes a one-to-one relationship with a position established and funded for the purpose of being filled on a permanent basis. Temporary Personnel may be assigned to a Regular position for a specified period of time.

Temporary Positions

Establishes a one-to-one relationship with a position established and funded for the purpose of being filled on a temporary basis.

Pool Positions

Establishes a one-to-many relationship with a position established and funded for the purpose of being filled by multiple temporary employees in the same classification.

Reports To

Establishes reporting relationships within the organization. The field lists the job's position number that the incumbent reports to.