



Position Requests

Overview

Purpose

The Preschool Services Department (PSD) is given the opportunity to request to add new positions biannually. The purpose of this policy is to provide staff with instructions on how and when to request to add these positions.

Policy Overview

Twice per year, the County Administrative Office (CAO) allows PSD to request to add new positions. These occur at the beginning of the year (January 1st and in early August). PSD must begin working on gathering the necessary information and collecting the required documentation well before the submission dates. This policy provides information on the timeframes that must be observed, and which documents must be provided to secure approval.

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Request Process

Who makes the request?

The request to add positions is instigated by a Program Manager.

When should the requesting process begin?

If ...	Then ...
The request is being made for August	This is a Mid-Year Staffing Request and the process should begin by April 1 st .
The request is being made for January	This is an Annual Staffing Request and the process should begin by September 1 st .

Mid-Year Staffing Request

Stage	Description
1	The Program Manager submits a staffing request by April 1 st to their Deputy Director. The request includes the Position/Class Request Form, Justification (outlining the purpose, benefits to the program and the projected impact of not having the position approval) and two Unit Organizational charts (current and projected).
2	The Deputy Director reviews the request and if it is approved, sends it to the Assistant Director by April 15 th .
3	The Assistant Director reviews the request and if it is approved, sends it to the Director by May 1 st .
4	The Director reviews the request and if it is approved, they will request that the Assistant Director draft a Justification Memo for the Human Services Deputy Executive Officer (DEO) approval by May 30 th .
5	Between June 15 th and 30 th , the Assistant Director will submit all the forms to the Director for review and begin arranging for a meeting with the HS DEO.
6	Between July 1 st and August 1 st , the Director will meet with the HS DEO for review and approval.

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Request Process, Continued

Mid-Year Staffing Request, continued

Stage	Description
7	Once approved, the Director will send all documents to the Administrative Manager by August 5 th to be forwarded to the County Administrative Office's (CAO) Analyst for further review and approval.

Annual Staffing Request

Stage	Description
1	The Program Manager submits a staffing request by September 1 st to their Deputy Director. The request includes the Position/Class Request Form, Justification (outlining the purpose, benefits to the program and the projected impact of not having the position approval) and two Unit Organizational charts (current and projected).
2	The Deputy Director reviews the request and if it is approved, sends it to the Assistant Director by September 15 th .
3	The Assistant Director reviews the request and if it is approved, sends it to the Director by October 1 st .
4	The Director reviews the request and if it is approved, they will request that the Assistant Director draft a Justification Memo for the Human Services Deputy Executive Officer (DEO) approval by October 30 th .
5	Between November 15 th and 30 th , the Assistant Director will submit all the forms to the Director for review and begin arranging for a meeting with the HS DEO.
6	Between December 1 st and December 30 st , the Director will meet with the HS DEO for review and approval.
7	Once approved, the Director will send all documents to the Administrative Manager by January 5 th to be forwarded to the County Administrative Office's (CAO) Analyst for further review and approval.