

POSITION MANAGEMENT FAQs

Budget Planning & Administration

NEW POSITION REQUESTS

What if I submitted a position request in the Budget Call, but did NOT receive approval or funding?

Per the [policy](#), divisions will need to request approval from the Chief Financial Officer (CFO)/Vice President of Administration and Business Affairs and the President. Please see [Position Management Policy Guidelines](#) for information about the process.

What happens once a position is approved through the exception process?

Once the CFO and President approve the new position, BPA will route the PD to Classification and Compensation. Once the PD is approved, BPA will create a new position number.

What if the position is an Emergency Hire or Temporary position?

Emergency hires or temporary positions whose assignments end are not required to follow the approval process. However, requests to convert a 90 or 180-day appointment to a permanent position must go through the approval process. Please contact BPA for additional guidance.

How do I know if my request is for a new position?

Please reach out your Division budget analyst/director to determine whether you have an existing position number available.

After receiving approval, what if the classification is changed during the review by Classification & Compensation?

If a position's classification, duties, or salary level varies greatly from the original submission, divisions may need to go back through the approval process. BPA will make that determination.

How much will I owe the benefits pool for the new position?

Once a position is filled, divisions will need to submit a budget transfer for the benefits costs for the remaining months of that current fiscal year. Benefits will be calculated on the current year's benefits rates listed on BPA's [webpage](#). *For the subsequent fiscal year, BPA will permanently reduce 12 months of benefits costs from the division's baseline.*

An employee is retiring/leaving, and we want to start the recruitment for their replacement. Do we need a new position number?

No, in most cases, BPA will use the same position number even if there is a temporary overlap of the outgoing and incoming employees. However, it must be the same funding source, job code, and position information. BPA will verify that the division has sufficient funding to cover the overlap of costs.

AGED VACANCY REVIEW

How will I know if a vacancy will be eliminated?

Upon direction of the President, BPA will identify positions that have been vacant more than 8 months. BPA will coordinate with HR to validate recruitment efforts and determine where the position is in the recruitment process; no efforts, interviews completed, offer made, etc. BPA will provide this information to the President, who will determine whether to allow recruitments to proceed or to eliminate the position. BPA will inform divisions if any of their vacancies are being reviewed, and will notify them of the President's decision.